

Sunflower Systems

SunflowerAssets

Sunflower Assets Executive Training Program
- *Training Manual*

Version 3.7.1

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AGENDA

A

The contents of this training manual is provided as a support tool to guide you through the online training session. Topics covered within this training program are as follows,

Chapter 1: Introduction

Chapter 2: The Importance of Personal Property Property Accounting and Accountability

Chapter 3: Understanding the Roles of the Property Accountability Officer and Property Custodian

Chapter 4: Running Reports & Understanding the Information

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OVERVIEW

1

Welcome to Sunflower Assets Property Custodian Training Program. This class has been designed to support the initiatives set forth by the Director of Logistics Staff Office, Chief Administrative Officer (CAO) of the National Oceanic and Atmospheric Administration (NOAA) to improve personal property management across the organization.

OBJECTIVES

This course focuses on the benefits of managing personal property. During this course you will learn about:

- Operational responsibilities and methodologies of personal property management according to the NOAA policies and procedures
- Benefits of managing assets from a lifecycle property management perspective
- Best practices for property accounting and accountability
- Responsibilities of the Property Accounting Officers (PAOs) and Custodians, organizational roles that manage your assets on a day-to-day basis
- Working with Forms CD 50/52
- Reports and the benefits of leveraging key reports to manage personal property through each stage of the personal property lifecycle
- Utilizing HTML Transaction Pages to record physical inventory

INTRODUCTION

Federal Agency Property Management systems are critical for establishing financial accounting and maintaining physical accountability over property. Such systems assist property managers in managing their property in accordance with missions and roles established by Congress.

Adhering to their vision of continuous standards of excellence through people, processes, and technologies, the National Oceanic and Atmospheric Administration (NOAA) has determined that their property management system must consist of all functions necessary for the proper determination of need, source, acquisition, receipt, accountability, utilization, maintenance, rehabilitation, storage, distribution, and disposal of property. To accomplish this, the NOAA has elected **Sunflower Assets™** (SFA) as their Property Management system that will execute these necessary functions.

Sunflower Assets will be used to capture all of the agency's personal property. Accountable Property consists of all non-expansible personal property that is sensitive or that has an acquisition cost above \$5,000, has a useful life of one year or more, and must be accounted for throughout its useful life. All NOAA personal property which meets or exceeds the accountable personal property thresholds shall be established and maintained as an accountable property record (APR) and shall be subject to annual physical inventories until otherwise directed. More information can be found on the NOAA website at: <http://www.pps.noaa.gov/acctobj.htm>.

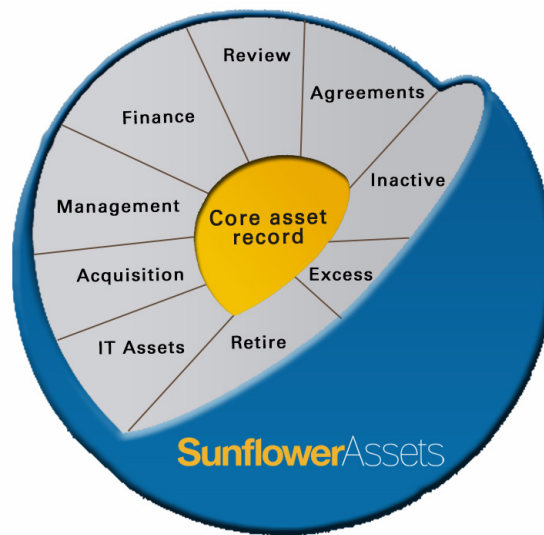
LIFECYCLE PERSONAL PROPERTY MANAGEMENT - WHAT IT MEANS TO YOU

The Sunflower Assets Property Custodian Training Program has been designed to support the initiatives set forth by the Director of Logistics Staff Office, Chief Administrative Officer (CAO) of the National Oceanic and Atmospheric Administration (NOAA) to improve personal property management across the organization. The importance of NOAA's management of personal property and maintaining good accountability are key to passing the Department of Commerce financial audit. This cannot be stressed enough. As a result, this online training event is provided in order to nurture and support NOAA's management of personal property. This program is supported from the highest levels of the NOAA organization.

Lifecycle Personal Property Management What It Means To You

LIFECYCLE PERSONAL PROPERTY MANAGEMENT

Lifecycle Personal Property Management is the process of monitoring, controlling and accounting for assets throughout their lifecycle - from the time funds are obligated for an asset and procurement, through transfers of custodial and organizational accountability, physical inventory reviews, financial accounting including depreciation, capture of maintenance events, calculation of the cost of ownership to excess and retirement.



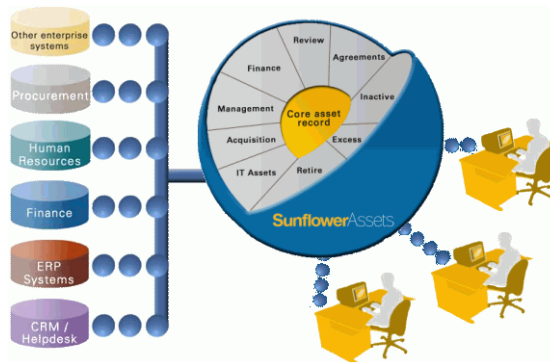
By capturing the data for each of these stages and then analyzing and reporting on this diverse set of information the NOAA can establish a cradle to-grave representation of the vast number of assets into which they have invested their resources. In turn, this information becomes the foundation for optimizing the use and deployment of property throughout the organization while maintaining strict accountability for your assets.

PRACTICAL APPLICATIONS

In Sunflower, the core property record is made up of several components. The grey outer layers represent the various components that make up the overall property record. The information is entered into Sunflower from the end users. These end users obtain their information for the property records from various other sources.

Every department within an organization plays a role in personal property management.

Other Enterprise Systems -may have information that becomes part of the property record. This includes CAMS and your previous system of record for personal property management. Records from the previous system migrated into Sunflower, therefore they did not go away and still exist to track NOAA property.



Procurement - Records from acquisition are important for data entry into Sunflower. Depending on the type of acquisition, such as procurement (using a P.O. or a credit card), will determine which type of documentation is to be provided to the property office after the record has been entered in Sunflower. We will talk about this in more detail later.

Human Resources - Provides information on who are active NOAA employees.

Finance - Provides project information which is included in the property records. The Sunflower records also provide information to the finance department to support various types of reporting.

ERP - Enterprise Resource Planning which does not apply to NOAA at this time.

CRM - Customer Relation Management/Helpdesk When a person is entering data into a property record they may need to consult someone or someplace for assistance. The information they obtain from those sources will help them determine what is entered into the property record. Therefore, this can effect what is being entered by the end users.

Every employee plays a role in the lifecycle property management process. Whether they are the person to initiate acquisitions, inventory the property, or use the items daily; this is all part of the property management process.

PERSONAL PROPERTY MANAGEMENT

The broad role of Management, coordination and regulation of activities are concerned with the function of:

- Planning property needs- understanding what will be needed in order to accomplish the requirements of the project or program.
- Acquisition of property - depending on the type of project, it may stipulate how property is to be acquired. For example will the property be Government Furnished, will it be purchased or will it be leased? These are also questions that are addressed when planning for the property.
- Property accounting and control consisting of: (Receipt, Storage, Distribution, Proper use, Care, Disposition of property)
- Ensuring responsibility is taken for the property and that it is stored in a correct location. Also, ensure the item is distributed to the correct end user and that it will be used for it's intended purpose. The item must be cared for properly such as periodic maintenance, and when it is no longer needed that the proper disposal process is adhered to.

CHAPTER REVIEW

In this chapter you have learned the following,

- Successful personal property management is a result of managing property from cradle to grave.
- Understanding that the whole lifecycle includes everything from acquisition through disposition.

REVIEW QUESTIONS

1. Is the statement True or False: Managing your property from the cradle-to-grave is the key to achieving a successful lifecycle personal property management process.
2. True or False: It is not necessary to track maintenance records during the life of a piece of personal property.
3. NOAA primarily uses which of the following three methods of Acquisition. Choose the correct answer:
 - a. Purchase Order, Bankcards, and Contracts
 - b. Debit cards, Purchase Order, and Lease
 - c. Purchase Order, Cash, Bankcards
 - d. None of the above
 - e. All of the above
4. True or False: Other methods of acquisition include leased property and transfers.
5. Why is the annual physical inventory process vital to good property management? Select the most appropriate answer:
 - a. Validates physical accountability
 - b. Keeps records current and accurate
 - c. Ensures compliance
 - d. All of the above
6. Choose the proper disposal methods from the list below:
 - a. Sale, Scrap, and Donation
 - b. Return to vendor, and Reutilization
 - c. Transfer to other agencies
 - d. All of the above

7. True or False: Each and every NOAA employee has a responsibility in the lifecycle asset management process.

- a. True
- b. False



PROPERTY ACCOUNTING & ACCOUNTABILITY

2

Every NOAA employee is provided with supplies and equipment to do their jobs. These are gifts from the taxpayers and must be cared for responsibly to ensure full value is received. Federal law requires proper care and disposal of government property. Property management in NOAA is governed, as it is in all federal agencies, by laws, regulations, and standards. These include the Federal Property and Administrative Services Act of 1949, as amended, the Stevenson-Wydler Technology Act of 1980, the Chief Financial Officers Act (CFO) Act of 1990, the Government Performance and Results Act of 1993, the Government Management Reform Act of 1994, the Federal Financial Management Improvement Act of 1996, and the Information Technology Management Reform Act, Federal Management Regulations, OMB Circular Nos. 123, 127, and 130, the Standards issued by the Federal Accounting Standards Advisory Board including Statements of Federal Financial Accounting Standards 6, 8, 10, 14 and 16, and the Property Management Systems Requirements issued by the Joint Financial Management Improvement Program. Department of Commerce policies and procedures are published in the Department of Commerce Personal Property Management Manual (PPMM).

OBJECTIVES

This chapter specifically focuses on personal property management regulations, and the importance of property accounting and accountability. The information provided can be obtained from various Government agencies, specifically the Department of Commerce and NOAA. This chapter provides discussion on:

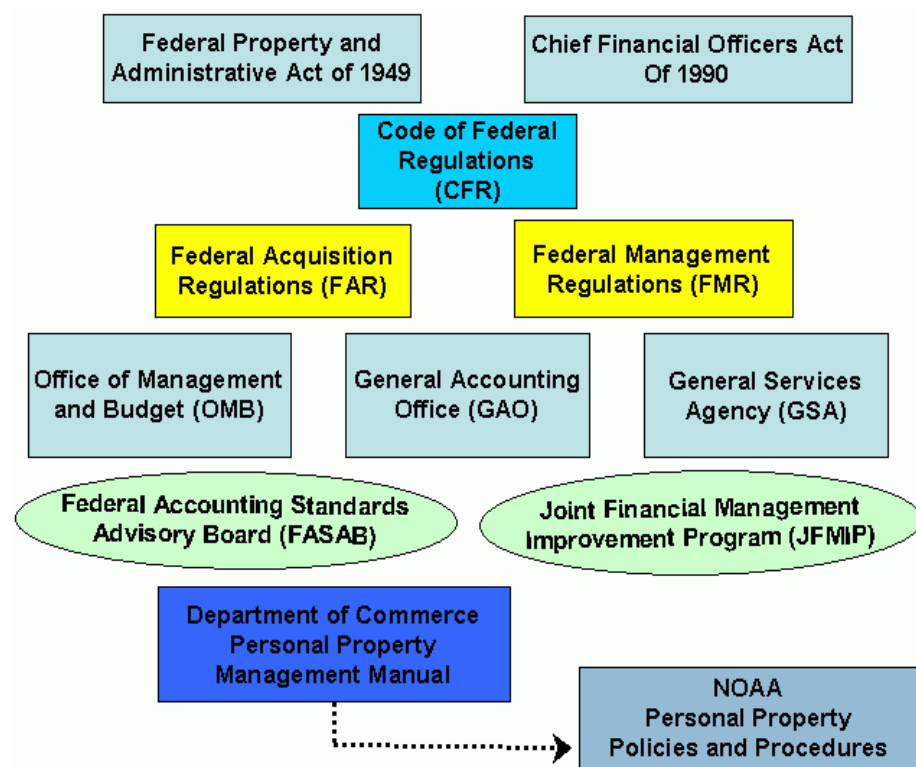
- Policy and Regulations
- Federal Property & Administrative Act
- Code of Federal Regulations
- Chief Financial Officers Act
- General Accounting Office - Accounting Manual
- Federal Accounting Standards Advisory Board
- Joint Financial Management Improvement Program
- Importance of Property Accounting & Accountability
- Moving Forward: NOAA Next Steps
- Memorandums: NOAA Annual Review Process

OVERVIEW

Understanding from where property policy is derived, helps one to know the magnitude of personal property management. Personal property management roots are found in Law.

POLICY AND REGULATION

The Department of Commerce is the overseeing agency of NOAA. With the flow down of law and regulations, NOAA looks to the Department of Commerce for policy. Specifically in The Department of Commerce (DOC) Personal Property Management Manual (PPMM).



MORE INFORMATION: Information on the various laws and regulations can be found on the NOAA website at: http://www.pps.noaa.gov/New_menu/PoliciesMenu.html.

DEPARTMENT OF COMMERCE PERSONAL PROPERTY MANUAL

The **DEPARTMENT OF COMMERCE PERSONAL PROPERTY MANAGEMENT MANUAL (PPMM)** is the single authoritative reference for the Department's management of personal property. The PPMM should be consulted to determine department-wide policies and procedures governing all personal property.

The PPMM contains Departmental policy and procedures for the management of personal property that is owned by, leased to, or loaned to or by the Department. The PPMM implements and supplements those portions of the Federal Property Management Regulations (FPMR) which pertain to the acquisition, management, utilization and disposal of personal property. It incorporates relevant regulations of control agencies such as the Office of Management and Budget (OMB), General Services Administration (GSA), and the General Accounting Office (GAO). Material is based on existing laws, Executive Orders, and mandatory regulations of control agencies.

All DOC employees must adhere to the policy and procedures set forth in this manual when executing personal property management functions on behalf of the Department.

SCOPE

This introduction provides material concerning the PPMM. The PPMM is presented in terms of its establishment, authority, publication, applicability, implementation and supplementation of the FPMRs, and describes the relationship between the PPMM and FPMR.

AUTHORITY FOR MANUAL

Department Administrative Order (DAO) 200-0: Department of Commerce Handbooks and Manuals. The PPMM has the status and effect of a DAO. FPMRs System.

FPMRs are issued by the Administrator, GSA, and are defined in Section 101-1.1 of the FPMR. The PPMM implements and supplements the FPMRs by providing basic policy and procedures governing the personal property management operations of the Department. The PPMM is regulatory in nature and covers all personal property management activities.

The PPMM is maintained by transmittals which issue revised changes to the PPMM. Changes to the PPMM are effective on the date of the transmittal notice, unless otherwise indicated

PUBLICATION AND DISTRIBUTION

The PPMM is published by the Office of Administrative Operations (OAO). Any suggested revisions should be addressed to: Director, OAO; Room 2852, Herbert C. Hoover Building; Department of Commerce; Washington, D.C. 20230. The PPMM and all updates are serially numbered, and published in loose-leaf form. Operating Units will be provided copies of all updates and correspondence of the PPMM for distribution within its organization.

FEDERAL PROPERTY & ADMINISTRATIVE ACT

Where did it all begin? It all began in 1949 with the Federal Property and Administrative Act. During this time the United States was post war. In support of the war efforts, there was US government property all over the world. There wasn't any clear instruction or direction on what to do with the property; to use for other purposes or to dispose of it.

Federal Property and Administrative Act of 1949 (63 Statute 378: PL 152)

- Purpose of the act was to simplify the procurement, utilization, and disposal of Government property.
- Established the General Services Administration (GSA).



Our roots are found in LAW!!!



Congress realized there wasn't any clear instruction or regulation when it came to dealing with the procurement, utilization and disposal of government property; either for the government or contractors. At this time Congress also established the General Services Administration (GSA) to help with disseminating regulation.

CODE OF FEDERAL REGULATIONS

The Code of Federal Regulations (CFR) is a book one may consult to find references to regulation. Two references we will be discussing which are found in the CFR referencing property management are the,

- Federal Management Regulations (FMR) *and*
- Federal Acquisition Regulations (FAR)

Code of Federal Regulations (CFR)

- Title 41 – Federal Management Regulations (FMR)
- Title 48 – Federal Acquisition Regulations (FAR)

FEDERAL MANAGEMENT REGULATIONS

The Federal Management Regulations (FMR) serve to govern and guide Federal agencies, in prescribing regulations, policies, procedures, & delegations of authority pertaining to the management of property and records, and other programs and activities of the type administered by GSA except Procurement & contract matters contained in the Federal Acquisition Regulation (FAR). The act of 1949 gave GSA the authority to prescribe regulation. It also tasked the head of each executive agency to issue orders/directives to abide by the regulations.

The Department of Commerce (DOC) Personal Property Management Manual (PPMM) is the single authoritative reference for the Department's management of personal property. The PPMM should be consulted to determine department wide policies and procedures governing all personal property. The PPMM implements and supplements those portions of the Federal Management Regulations (FMR) which pertain to the acquisition, management, utilization and disposal of personal property.

FEDERAL ACQUISITION REGULATIONS

The Federal Acquisition Regulation (FAR) consists of the acquisition policies and procedures for Government agencies issued by GSA. These regulations apply to all Federal agencies to the extent specified in the Federal Property & Administrative Services Act or other applicable law (we'll be talking about other law in a moment), & are developed in consultation with the affected agencies.

The purpose of understanding the FAR versus the FMR, is that these regulation apply to contracts. The FAR regulations are flowed to those who have contracts with NOAA. It is important for contracting officers to understand the FAR requirements. We'll talk more about this in a few slides.

CHIEF FINANCIAL OFFICERS ACT

Since 1949 there have been many updates to laws and regulations in relation to property management. One of the updates was the Chief Financial Officers Act of 1990. Congress realized that billions of dollars were lost each year through fraud, waste, abuse and mismanagement among the hundreds of programs in the Federal Government. The losses could be significantly decreased by improved management.

The purposes of this Act were to:

- Bring more effective general and financial management practices to the Federal Government through statutory provisions which would establish in the Office of Management and Budget a Deputy Director for Management, establish an Office of Federal Financial Management headed by a Controller, and designate a Chief Financial Officer in each executive department and in each major executive agency in the Federal Government.
- Provide for improvement, in each agency of the Federal Government, of systems of accounting, financial management, and internal controls to assure the issuance of reliable financial information and to deter fraud, waste, and abuse of Government resources.
- Provide for the production of complete, reliable, timely, and consistent financial information for use by the executive branch of the Government and the Congress in the financing, management, and evaluation of Federal programs.

NOTE: It is important to understand that the CFO Act is significant to property management and the creation of property records because property is a subsidiary ledger to the general ledger.

GENERAL ACCOUNTING OFFICE - ACCOUNTING MANUAL

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The General Accounting Office (GAO), Accounting Manual states that property records will be an integral part of the Federal Administration's accountability system, and requires agency property records to reflect ALL transactions when it comes to property. This information in the GAO Accounting Manual is right in line with the purpose of the CFO Act.

The GAO Accounting Manual also directs that a periodic check of property and the related records is performed. This again is to ensure the accuracy and accountability of the overall property system. A "periodic check" at NOAA is performed annually. This is the 1st fiscal year where NOAA will use the Sunflower system to perform and manage the annual physical inventory.

JOINT FINANCIAL MANAGEMENT IMPROVEMENT PROGRAM

The purpose of the Joint Financial Management Improvement Program (JFMIP) is to improve the federal financial management systems which is critical component for financial and program managers. The reason for this is that proper financial management and reliable financial systems must provide for accountability, efficiency and effectiveness, and better decision-making. As a result, the Property Management Systems Requirements document was prepared as a continuation of the Core Financial Systems Requirements.

The Joint Financial Management Improvement Program was a joint undertaking of the U.S. Department of the Treasury, the General Accounting Office, the Office of Management and Budget, and the Office of Personnel Management. JFMIP is currently under realignment per the Executive Office of the President December 7, 2004. JFMIP will cease to exist as a stand alone organization in order to eliminate duplicative roles and streamline financial management improvement efforts.

FEDERAL ACCOUNTING STANDARDS ADVISORY BOARD

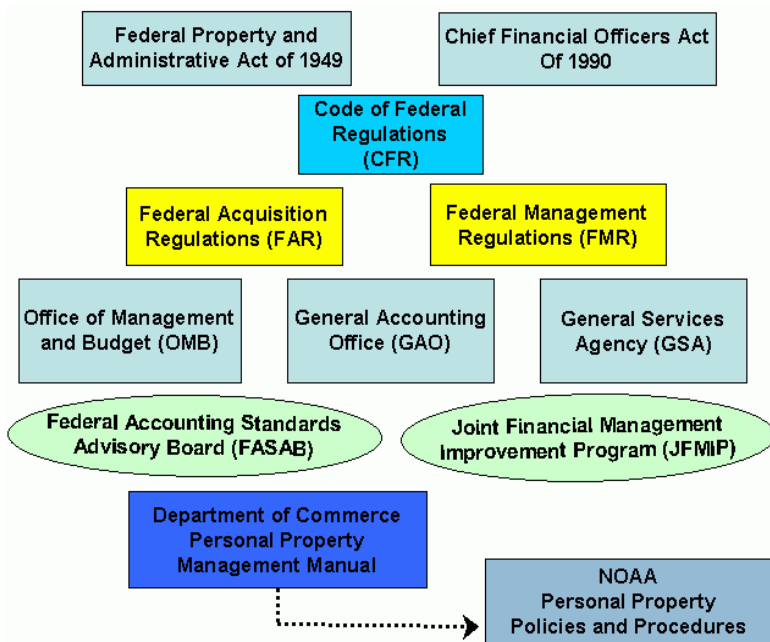
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The mission of the Federal Accounting Standards Advisory Board (FASAB) is to promulgate federal accounting standards after considering the financial and budgetary information needs of citizens, congressional oversight groups, executive agencies, and the needs of other users of federal financial information. Accounting and financial reporting standards are essential for public accountability and for an efficient and effective functioning of our democratic system of government. Thus, federal accounting standards and financial reporting play a major role in fulfilling the government's duty to be publicly accountable and can be used to assess the,

- 1 Government's accountability and its efficiency and effectiveness.
- 2 Economic, political, and social consequences of the allocation and various uses of federal resources.

REVIEW: LAWS & REGULATIONS

Now that you have learned about the laws and regulations that affect property management you will have a better appreciation for the illustration below.



Key concepts and take-home points are follows:

- The Act of 1949 is where we find our roots.
- The CFO Act is one of many updates to law.
- The CFR is a reference guide to find regulation.
- The FAR is for contracts.
- The FMR is for Government Agencies.
- The OMB, GAO, GSA are listed here because the DoC incorporates relevant regulations of these control agencies.
- The FASAB and JFMIP help with better business practices.

- The DoC PPMM is based on existing laws, Executive Orders, and mandatory regulations of control agencies, listed above. All DOC employees must adhere to the policy and procedures set forth in this manual when executing personal property management functions on behalf of the Department. The PPMM is regulatory in nature and covers all personal property management activities.
- NOAA Personal Property Policies and Procedures is the first place for NOAA employees to consult. Material is based on the DoC PPMM, which we have learned is based on laws, executive orders, and regulations.

Gaining an understanding of the regulations which determine day to day business decisions and actions are essential. There are many risks when proper policy and procedures are not practiced. Risks of not having accurate and timely personal property accounting and accountability could result in the physical loss of property, the loss of money, and possible increased oversight by the Inspector General, the General Accounting Office, or other auditors.

IMPORTANCE OF PROPERTY ACCOUNTING & ACCOUNTABILITY

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As you have learned, keeping accurate property records is key to financial reporting. Property accounting effects the general ledger, which ultimately effects the bottom line of the agencies financial reports. The risks for inaccurate and poor property management could result in the physical loss of property, loss of money, and ultimately result in non-compliance to agency and federal regulations. The reason for this training is due to the level of inaccuracies that have been found in the physical inventory findings.

AUDIT BACKGROUND

NOAA has been under the scrutiny of an audit of your Financial Statements since 1994, and has received an unqualified opinion on its Statements since 1998. However, Personal Property has been included in the Management Letter of the 2001, 2002, and 2003 Financial Statements as an area requiring corrective action. Starting in 2002, NOAA was not audited separately, but as a part of a consolidated Financial Statement for the whole Department of Commerce. Of the \$1.75 billion in the two personal property categories in the DoC Fiscal Year 2003 Financial Statement, \$1.49 billion is attributable to NOAA. The rest belongs to all of the other Bureaus within the Department. The personal property program has had a number of audit findings over the years, but the latest findings from the Fiscal Year 2004 audit heightened concern about the management and internal control practices of your current personal property program.

EXAMPLES OF AUDIT FINDINGS

In this year's audit, the auditors issued Notifications of Findings and Recommendations (NFR) for the following:

- One Line Office had undertaken a software development project and had not properly classified it as a CWIP project.
- One Line Office had acquired two items of property from another Federal Agency worth a total of \$20 million and had not reported them to be recorded in the personal property management system.
- One Line Office reported an asset to be worth \$60 million more than it was actually worth.

MOVING FORWARD: NOAA NEXT STEPS

It was mentioned previously that this training program is part of your corrective actions regarding NOAA property management audit findings. Other steps are being taken to ensure that proper focus is being given to property management within NOAA. *To help provide a more concentrated focus on property management in the Line Offices and to address the problems NOAA has had with the audits, and particularly with respect to timeliness, a corrective action plan has been initiated to request each Line Office and Staff Office to appoint a Property Manager (PM).* This individual would be responsible for the coordination of all property management efforts for their Line/Staff Office. Responsibilities would include:

- ensuring that purchases of accountable property are reported within 10 days of acceptance
- assisting CWIP Managers to ensure that capitalized property is reported as soon as possible after the asset is ready for use; coordinating the annual/specialized physical inventories
- assisting with disposal of excess property. It's been proven that when the Line Office's have designated persons actively serving in the capacity of liaison, the unreconciled procurements are reduced and it is easier to address audit issues that may arise.

This year, the Deputy Under Secretary of NOAA has taken an interest in the Unreconciled Procurements, and is having the Line Offices report to him quarterly on their progress on getting the UPR down. Note that this has the attention of the highest levels of management at NOAA.

ANNUAL REVIEWS

The Property office for the past several years have requested all offices to participate in an annual review of their capitalized property. The annual review process takes the form of five memoranda that are distributed each May:

Memorandum 1: Certified Inventory of Capitalized Property

Memorandum 2: Capitalized Property Depreciation Accounting

Memorandum 3: Government-Furnished Equipment

Memorandum 4: Heritage Assets

Memorandum 5: Deferred Maintenance

ACCOUNTABLE PERSONAL PROPERTY DEFINITIONS

Before we discuss the five memoranda, it is important to remember the definitions of accountable personal property, sensitive property and capitalized property.

ACCOUNTABLE PERSONAL PROPERTY

Non-expendable personal property that is sensitive or that has an acquisition cost of \$5,000 or more, a useful life of 1 year or more, and must be accounted for throughout its useful life.

SENSITIVE PROPERTY

Non-expendable personal property that can easily be converted to private use and has a high potential for theft. This type of personal property shall be recorded and controlled as accountable personal property regardless of its cost. Some examples are: Firearms, Desktop and Tower Computers, Laptop, Notebook, and other Portable Computers; Hand-held Computers; All external printers other than label printers; Desktop Plotters Graphic Tablets; All external disk drives including CD and DVD disk drives.

For more examples and clarification, refer to the NOAA property website at:

<http://www.pps.noaa.gov/acctobj.htm>

CAPITALIZED PERSONAL PROPERTY

Non-expendable personal property with a useful life of 2 years or more and an acquisition cost above a predetermined threshold. NOAA capitalizes its non-expendable personal property with an original acquisition value of \$200,000 or more. Capitalization is a financial term which means that the acquisition cost of the asset is recorded in the general ledger of the agency's financial management accounts and its cost is expensed over the asset's useful life in the form of depreciation.

MEMORANDUMS: ANNUAL REVIEW PROCESS

The annual review process takes the form of several memos that are distributed each May and involves the fulfillment of information based on the following five memorandums.

MEMORANDUM 1: CERTIFIED INVENTORY OF CAPITALIZED PROPERTY

A list of capitalized property is sent to every NOAA Property Custodian along with a certification which must be signed by the Property Custodian, the Property Accountability Officer, and a Line Office Official. These three individuals are asked to certify that the list is correct and complete, and if it includes any property that they no longer have, that this is indicated on the list. The Property Custodians who have not capitalized property are asked to certify that as well.

MEMORANDUM 2: CAPITALIZED PROPERTY DEPRECIATION ACCOUNTING

Congress needs to know how much money is being spent on programs and projects. Depreciation is one of the costs incurred, and it is essential that depreciation is charged to the correct project. The annual listing that is sent to the budget offices of each line and staff office is to be reviewed to ensure that the depreciation accounting being used is current and correct.

MEMORANDUM 3: GOVERNMENT-FURNISHED EQUIPMENT

Contracting officers are reminded that it is their responsibility to ensure that contractors that have government-furnished equipment or contractor-acquired property that belongs to NOAA conduct and submit an annual inventory of that property to the Property office.

MEMORANDUM 4: HERITAGE ASSETS

A heritage asset is any personal property that is retained by NOAA because of its historic, cultural, educational, or artistic value as opposed to its current usefulness to carrying out the mission of the agency. Line and Staff offices are provided a listing of the heritage assets that have previously been reported and are asked to update the listing and provide information about any new acquisitions or change to the status of previously reported assets.

MEMORANDUM 5: DEFERRED MAINTENANCE

Line and Staff offices are reminded of their responsibility to report quarterly on any deferred maintenance. Deferred maintenance is regularly scheduled maintenance on capitalized property that can not be performed on schedule because of budgetary problems.

CHAPTER REVIEW

In this chapter you have learned the following,

- Where to find property management information at NOAA. The Personal Property website is full of information to help guide everyone when it come to property matters.
- NOAA obtains their directives from the Department of Commerce, and the DoC obtains their guidance from regulation and law.
- Law has been established to help with accountability with property; both physical and financial.
- NOAA's goal is to strengthen the overall management of the personal property program and prevent audit findings from occurring in the future.

MORE INFORMATION: NOAA policies and procedures are published on the web at http://www.pps.noaa.gov/New_menu/ppmanualmain.htm

REVIEW QUESTIONS

1. True or False. The Property Management Office at NOAA is the sole responsible department over personal property matters.
2. True or False. The Department of Commerce Personal Property Management Manual supersedes the NOAA Property Manual.
3. What were the main purposes of the Federal Property and Administrative act of 1949?
 - a. To simplify the procurement and utilization of Government Property.
 - b. To establish other Government agencies
 - c. To simplify disposals for Government property
 - d. All of the above
 - e. None of the above
4. True or False. The Department of Commerce Personal Property Management Manual is the single authoritative reference for the NOAA management of personal property.
5. The Department of Commerce (DoC) Personal Property Management Manual incorporates relevant regulations of control agencies such as:
 - a. Office of Management and Budget
 - b. General Services Administration
 - c. General Accounting Office
 - d. A, B and C
 - e. A and B only
6. Fill in the blank. According to the General Accounting Office Accounting Manual:
“_____ accounting records will be an integral part of the Federal Administration’s accountability system.”
 - a. System
 - b. Agency
 - c. Property
 - d. None of the above



PAO & PROPERTY CUSTODIAN ROLES

The Property Accountability Officer (PAO) and the Property Custodian (PC) have many responsibilities at NOAA. This chapter will highlight the tasks expected of the PAOs and Property Custodians.

OBJECTIVES

By the end of this chapter you will be able to:

- List The Roles Of The Property Accounting Officer
- Define The Responsibilities Of The Property Custodian
- Review A Property Record
- View A Property Record Catalog Entry
- View A Financial Record
- List Rules For Creating Property Records

MORE INFORMATION: Additional information and forms referenced in this chapter can be found on the NOAA website at: http://www.pps.noaa.gov/New_menu/PoliciesMenu.html

PROPERTY ACCOUNTABILITY OFFICER

The Property Accountability Officer is an individual responsible for the effective administration and maintenance of the property control and accountability system within the accountability area for which he/she has been assigned.

The Property Accountability Officer's responsibilities include:

- Ensuring the effective administration and maintenance of a system of control and accountability for personal property assigned to his/her accountability area
- Defining custodial areas within the accountability area and appointing the Property Custodians in writing
- Ensuring that Property Custodians have current records for assigned accountable property
- Ensuring the prompt transfer of Property Custodian appointments, including the conducting of and assisting with physical inventory and the preparation of a new Property Custodian Certification
- Ensuring that physical inventories are taken, records are reconciled, and discrepancies are investigated and resolved
- Ensuring that the Form CD-52, "Report of Review of Property" used for reporting lost, damaged, or destroyed personal property is promptly prepared and processed
- Ensuring that property is fully utilized, safeguarded from misuse or theft, and that unneeded personal property is promptly reported for reutilization, redistribution, or disposal
- Ensuring the availability of all source documentation for personal property under their span of control
- Ensuring that property identification number (PIN) labels are affixed to the accountable personal property within their span of control
- Ensuring that all capitalized property within their span of control is identified and correctly valued for purposes of NOAA's financial statement
- Ensuring that in the event of their replacement that a new Property Accountability Officer Certification is prepared and submitted for their successor to the NOAA Personal Property Management Officer

PROPERTY CUSTODIAN

The Property Custodian is a designated individual who has the authority and responsibility for the immediate physical custody of all personal property under their control and within their custodial area. There may be one or more custodial areas within an accountability area. The Property Custodian should be physically located near the property for which he or she is responsible and their custodial area should be manageable in size. The appointment of a Property Custodian may or may not correspond to the individual's official job title because being a Property Custodian is considered a responsibility and not an official job title. The Custodian may assume the responsibilities as a result of the position held or may be designated by a Property Accountability Officer. The person must be in a position of authority to decide matters regarding the acquisition and disposition of property for an office. In rare cases would the person hold a grade less than the equivalent of a GS-11 in the field or GS-12 at Headquarters.

The Property Custodian's responsibilities include:

- Maintaining current custodial records for all accountable personal property within their assigned custodial area.
- Initiating or processing, in accordance with the Operating Unit's procedures, documents affecting the accountability or custody of personal property.
- Ensuring that personal property is properly maintained, and is used only for official purposes.
- Identifying and reporting to the Property Accountability Officer any property excess to the needs of the custodial area.
- Submitting appropriate reports promptly to the Property Accountability Officer for lost, missing, stolen, destroyed, damaged, or rendered unserviceable accountable personal property.
- Affixing property identification number (PIN) labels onto accountable personal property.
- Assisting, conducting, and managing physical inventories and reconciling inventory records.
- Participating in the employee separation clearance process by accounting for and ensuring that all assigned property has been accounted for.
- Co-signing, with the Property Accountability Officer the Form CD-52 and the inventory certification. Signatory authority of the Property Custodian may be re-delegated in writing for the Form CD-509, the NOAA Form 37-38, and the NOAA Form 37-39.

PAO & PROPERTY CUSTODIAN ROLES

Property Custodian

- Maintaining a record of accountable personal property assigned to his/her custodial area that is removed for use or repair outside of the custodial area.
- Ensuring that loaned accountable personal property is returned upon expiration of the loan.
- Ensuring that a Property Custodian Certification is filled out and sent to the NOAA Personal Property Office when a new Property Custodian is appointed.
- Ensuring that complete documentation is provided to the Property Office for newly acquired property. For capitalized property this includes a copy of the obligating or procuring document, a copy of the invoice(s), and a copy of the receiving and acceptance report.

REVIEW A PROPERTY RECORD

We are going to take a look at what a property record looks like in Sunflower, and gain an understanding of why it is important to have correct and concise information in the records. This graphic illustrates the Inventory Asset Summary and History screen. Every NOAA employee has access to this view of a record. The labels of the data fields, seen here in grey, are standard language in the Sunflower application. Some of the terminology may not be familiar to you.

STEPS

- Click **Mgmt**
- Click **Inventory Asset Summary and History**
- Enter *barcode* in Identifier field
- Click **Tab** key

Key Fields that you should you should familiarize yourself with are as follows:

- **Identifier** - This is where the PIN (Barcode) is entered
- **Manufacturer, Model Number, Official Name, Model Name** - Enter the field by using a list. The list is generated from a catalog. We'll discuss the importance of the catalog on the next slide.
- **Initial Event** - Tells us how this property was acquired. This item was acquired via a purchase.
- **Asset Value** - The amount of the property at the time of procurement

PAO & PROPERTY CUSTODIAN ROLES

Review a Property Record

- **Acquisition date** - The day the property was acquired
- **Activity Status** - The current status of the property. Note that this item is in use, therefore it is labeled "In Service" and it is Agency Owned.
- **Managed by** - Regional Office
- **Owner** - Property Accountability Officer
- **Steward** - Custodial Organization
- **Rep** - Property Custodian
- **Custodian** - The use or responsible person
- **Location** - The Location field displays the actual physical location of the property Document, User Fields and Global User Fields contain information that is entered by pop-up screens. Some of the information is your organization codes, the 6 digit FIMA code and so forth.

NOTE: [Logon to Sunflower Assets](#)

To access Sunflower Asset you are required to login into the system;

Your login ID is your E-mail user name, and the password is your E-mail password.

LOGIN TO SUNFLOWER ASSETS

Use the following steps to guide you through the login process to Sunflower Assets.

STEPS

- Launch **Internet Explorer**
- Navigate to the **NOAA Home Page**
- Click **Managing NOAA's Property**



Step 1 Double-click the **INTERNET EXPLORER** icon to open to your home page.

Step 2 Navigate to the **NOAA HOME PAGE** - <http://www.pps.noaa.gov>.

Step 3 Click the **Managing NOAA's Property** link to go to the Authentication page.

STEPS

- Click **Inventory Listings & Data Files**

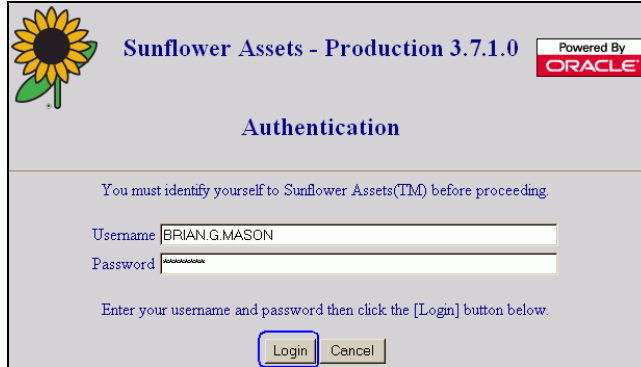


Step 4. Click **Inventory Listings & Data Files**.

USER NAME AND PASSWORD LOGIN

STEPS

- Enter **User Name**
- Enter **Password**
- Click **Login**



The screenshot shows the Sunflower Assets login interface. At the top left is a sunflower icon. The title bar reads 'Sunflower Assets - Production 3.7.1.0' and 'Powered By ORACLE'. The main heading is 'Authentication'. Below this, a message states: 'You must identify yourself to Sunflower Assets(TM) before proceeding.' There are two input fields: 'Username' with the text 'BRIAN.G.MASON' and 'Password' with masked characters. Below the fields, a message says: 'Enter your username and password then click the [Login] button below.' At the bottom are two buttons: 'Login' (highlighted with a red box) and 'Cancel'.

Step 5. Enter your **USER NAME**.

Step 6. Enter your **PASSWORD**.

VIEW A PROPERTY RECORD CATALOG ENTRY

The catalog is maintained by the property office. If an entry needs to be made, the request should be sent to the property office by email or by telephone. A list of “official names” can be found on the NOAA personal property website.

STEPS

- Click **Mgmt**
- Click **Catalog Entry**

The screenshot shows a web application window titled "Maintain Catalog Entries - asmn0020 (Page 1 of 2)". The form is titled "Catalogs" and contains the following fields:

- Identifier: 2062
- Reviewed?: ☒ Y
- Manufacturer*: ALL AMERICAN MARINE (END)
- Model Number: 62' CATAMARAN
- Official Name: VESSEL, RESEARCH
- Model Name: SHEARWATER
- Asset Type: SHIPS, SMALL CRAFT, PONTOONS, AND FLOATING DOCKS
- Service Life (yrs): 15
- Salvage Value %: 1
- Override Service Life (yrs): 25
- Override Salvage Value %: 9
- Replacement Value: (empty)
- Federal Supply Classification: 19 25 SPECIAL SERVICE VESSELS
- Stock Number: (empty)
- Begin Date: (empty)
- End Date: (empty)
- User Fields*: 192502

At the bottom of the form is a button labeled "Picture".

Note that there are other components of the catalog which are vital for reporting such as the Federal Supply Classification:

- 19=FSC Grouping of ships, small craft, pontoons and floating docks; which is displayed in the Asset Type field
- 25=FSC Special Services Vessel; displayed on the same line

A further breakdown of the FSC is found in the User Fields. 02=DoC breakdown of FSC - '02' references "research".

VIEW A FINANCIAL RECORD

This is a financial view of the same piece of property, the 62' Catamaran. More detailed financial information can be seen on various other screens.

STEPS

- Click **Finance**
- Click **Financial Asset Summary and History**
- Enter barcode in **Identifier** field
- Click **Tab** key

Financial Asset Summary and History - asmn2055 (Page 1 of 3)

Assets		<input checked="" type="checkbox"/> Include history	Creator informat...	Interest Details	Comment/Attachment/Picture
Identifier	CD0000785073	Current Identifier	CD0000785073	History	v
Manufacturer	ALL AMERICAN MARINE (END)	Model Number	62' CATAMARAN		
Official Name	VESSEL, RESEARCH	Model Name	SHEARWATER		
Serial Number	NOAA R6201 PP026224-0086	Drawing Number			
Initial Event	PURCHASE	User Fields *	ALL AMERICAN MARINE, INC.		
Final Event		User Fields *			
Asset Value *	+\$1,814,414.60	CAPITALIZED	Acquisition Date	03/25/2003	Flags
Condition			Act Status/Type	IN SERVICE	AGENCY OWNED
Managed By	NOAA-WASC		Owner	5410ZN	
Steward	5410ZW621		Rep		
Custodian	YOUNG REBECCA 269389				
User					
Location *	SANTA BARBARA, CA__BUILDING__CHANNEL ISLANDS N		Expected Return Date		
Document *			Effective Date	09/08/2004	
User Fields *	NOAA OCEAN SERVICE				
Global User Fields *	54-10-04-0006-00-02-01-00**ND6021**CHANNEL ISLANDS NMS**NATIONAL OCEAN SERVI				

DEPRECIATION

This is a view of the depreciation information. We know that depreciation is the cost of doing business. Congress must know how much is spent on programs and projects. It is essential that depreciation is charged to the correct project. The correct project information must be entered here in order to capture the data accurately.

STEPS

- Click **Finance**
- Click **Financial Asset Summary and History**
- Enter *barcode* in Identifier field
- Click **Tab** key

Maintain Financial Assets - asac2030 (Page 1 of 2)

Financial Assets

Identifier: CD0000785073 ☐ Unclassified Asset ☒ Identified Asset

Catalog: 2062

Manufacturer: ALL AMERICAN MARINE (END) Model Number: 62' CATAMARAN

Official Name: VESSEL, RESEARCH Model Name: SHEARWATER

Serial Number: NOAA R6201 PP026224-0086 Drawing Number:

Initial Event: PURCHASE User Fields: ALL AMERICAN MARINE, INC

Maintain Ext Dep Accts - ext0010

Start Date	End Date	Contr.	Organization	Appr.	Project	Task	OCC
03/25/2003	09/30/2003	100	54-10-04-0006-00-02-01-00**ND6021*	A8	K5B39	P00	51-14-00-00
10/01/2003		100	54-10-04-0006-00-02-01-00**ND6021*	C8	K5BCH	P00	51-14-00-00
10/01/2003	09/30/2003	100	54-10-04-0006-00-02-01-00**ND6021*	B8	K5BCH	P00	51-14-00-00

VIEW JOURNAL EVENT HISTORY

The Journal Event History gives us even more financial detail about this record. The Current Cap Value is the cost at the time of acquisition. We can see the Depreciated amount and then the Net Book Value. The NBV is the amount that is reported on the Financial Statements. NOAA obtains information from Sunflower to include in the **Yellow Book**. The Yellow Book consists of the *NOAA Capitalized Property Master List* as well as the *Roll Forward* information.

STEPS

- Click **Finance**
- Click **Journal Event History**

Journal Event History - asac2005

Financial Assets ☒ Include Depreciation Ev...

Interest & Identifier: FIN CD0000785073 Financial Asset Identifier: CD0000785073 Asset #: 1

Asset Type: 19 SHIPS, SMALL CRAFT, PONTOONS, AND FLOATING DOCKS

Mfr/Model/Official: ALL AMERICAN MARINE (END) 62' CATAMARAN VESSEL, RESEARCH

Carrier: NOAA Acquisition Date: 03/25/2003 Flags:

Age/Life: 618.00 9,000.00 Days Age/Life: 1.72 25.00 Years

Current Cap Value: +\$1,814,414.6 Depreciation: +\$110,257.90 Net Book Value: +\$1,704,156.7

User Fields: NOAA OCEAN SERVICE

Global User Fields: 54-10-04-0006-00-02-01-00**ND6021**CHANNEL ISLANDS NMS**NATIONAL OCEAN SERV

Journal Event	Created	By	Resulting Cap Value	Document
DEPRECIATION	08/15/2003 23:59:54	MASON MR BRIAN	+\$1,814,414.60	
DEPRECIATION	07/15/2003 23:59:54	MASON MR BRIAN	+\$1,814,414.60	
DEPRECIATION	06/15/2003 23:59:54	MASON MR BRIAN	+\$1,814,414.60	
DEPRECIATION	05/15/2003 23:59:54	MASON MR BRIAN	+\$1,814,414.60	
ACQUISITION - CURRENT	05/07/2003 17:41:21	HUNSAKER DAVID	+\$1,814,414.60	CD-509++54104W621-04

Je lines

At the bottom of this screen we can see the transactions which have effected the financial information of this record. At the time of acquisition there is an entry made, which is highlighted here in blue. Depreciation runs on the 15th of every month. If you wanted to see the most current depreciation information, you would scroll up in this record and see the most current transactions.

RULES FOR CREATING PROPERTY RECORDS

The submission of property information via paper is no longer an option. Now, the information is submitted via the web. Even with web submission you will still have to furnish documentation to the property offices to support the data entry. Basically, the purpose of this is to enable the property staff to properly establish a catalog entry describing the property, and to verify the data entered via the web.

- When purchasing items using bankcards, the property office will need to see a copy of the bankcard statement and any invoices
- When purchasing items using a purchase order, the property office will need a copy of the purchase order and any invoices
- When purchasing items using a contract, the property office will need copies of the applicable pages pertaining to the acquisition of the property including the first page, and any invoices
- When acquiring property via transfer in, the property office will need copies of the transfer documentation including the receiving report such as a DD1149 or CD-404
- Leased property and constructed property may not be entered via the web. Leased property requires a Lease Determination Worksheet, which is prepared by the procurement office, a payment schedule, and a property acquisition record form (CD-509 or equivalent).
- Constructed property requires a NOAA Form 37-6, a receiving report, a copy of the final invoice, a spreadsheet detailing the procurement documents, CAMS Accounting and costs which total to the acquisition value of the asset, and a property acquisition record form (CD-509 or equivalent).

MORE INFORMATION: This complete list can be found on the NOAA personal property website:
<http://www.pps.noaa.gov/index.htm>

CHAPTER REVIEW

In this chapter, you have learned about the expectations of the PAO and the Property Custodian. You have also seen screen shots of a property record, and have been given information about key components of the records and the importance of having clean and clear data. And finally we have discussed the support documentation which should be supplied to the property office in support of the on-line data entry. You have learned the following,

- Roles Of The Property Accounting Officer
- Responsibilities Of The Property Custodian
- Review Property Record Details
- View A Property Record Catalog Entry
- View A Financial Record
- Rules For Creating Property Records

MORE INFORMATION: Additional information and forms referenced in this chapter can be found on the NOAA website at: <http://www.pps.noaa.gov/index.htm>

REVIEW QUESTIONS

1. True or False. The Property Custodians are assigned in writing by the property office.
2. True or False. The “Report of Review of Property” can be found on the NOAA personal property website.
3. Multiple Select: Responsibilities of the Property Custodian include:
 - a. Ensure property is used only for official use.
 - b. Printing and Issuing Property Identification Numbers (PIN).
 - c. All of the above.
 - d. None of the above
4. True or False. All accountable personal property must be affixed with a property identification number.
5. True or False. Leased personal property and constructed property are entered using Sunflower Assets’ HTML transaction page (web page).



REPORTS

Sunflower Assets provides a flexible and comprehensive web-based reporting system. This chapter will highlight those reports that are most useful for managing personal property at the Executive level.

OBJECTIVES

By the end of this chapter, you will be able to:

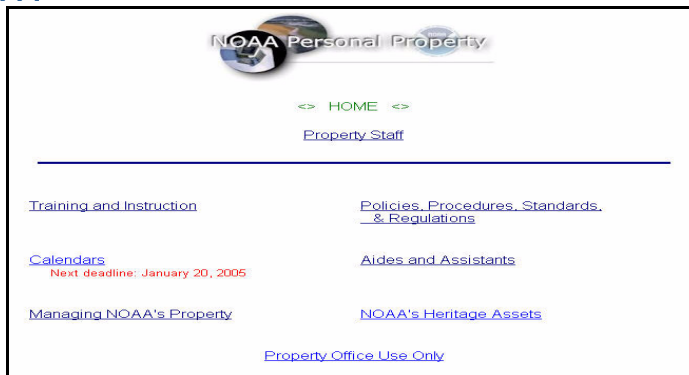
- Sunflower Assets Reports
 - List Inventory Assets by Organization
 - List Inventory Assets by Headquarters or Regional Office
 - Build a Report of Steward Organizations within a Parent Organization
 - Generate a Financial Assets (Global Information) report
 - Create a Balance Summary report
 - Pick Up Excess Receival Requests (Excess)
 - Create the Organizations and Property Contacts report (Admin)
 - Generate Previously Run Reports
 - Asset Search
- User Defined Reports
 - Create NOAA Specific Financial Reports
 - Generate NOAA Specific Transaction Reports
 - Build NOAA Specific CD 50/52 Reports

LOGIN TO SUNFLOWER ASSETS

Use the following steps to guide you through the login process to Sunflower Assets.

STEPS

- Launch **Internet Explorer**
- Navigate to the **NOAA Home Page**
- Click **Managing NOAA's Property**



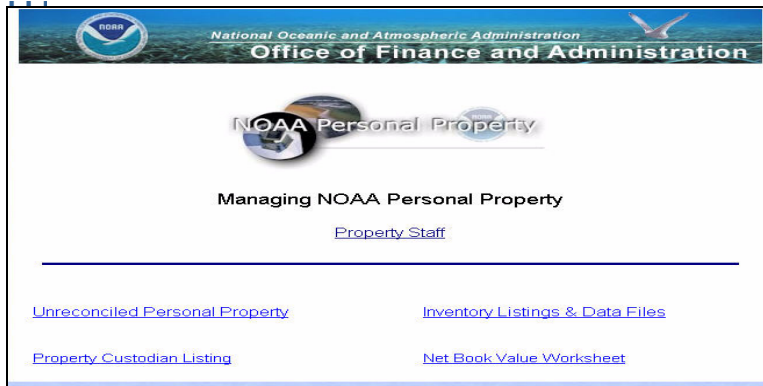
Step 1 Double-click the **INTERNET EXPLORER** icon to open to your home page.

Step 1 Navigate to the **NOAA HOME PAGE** - <http://www.pps.noaa.gov>.

Step 1 Click the **Managing NOAA's Property** link to go to the Authentication page.

STEPS

- Click **Inventory Listings & Data Files**

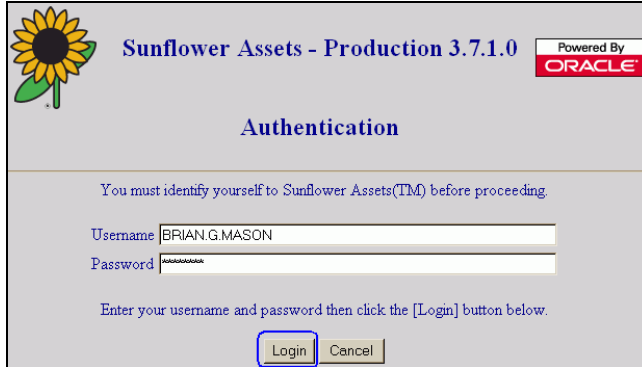


Step 2. Click **Inventory Listings & Data Files**.

USER NAME AND PASSWORD LOGIN

STEPS

- Enter **User Name**
- Enter **Password**
- Click **Login**



The screenshot shows the 'Authentication' page of the Sunflower Assets application. At the top left is a sunflower icon. The title bar reads 'Sunflower Assets - Production 3.7.1.0' and 'Powered By ORACLE'. The main heading is 'Authentication'. Below it, a message states: 'You must identify yourself to Sunflower Assets(TM) before proceeding.' There are two input fields: 'Username' with the value 'BRIAN.G.MASON' and 'Password' with masked characters. Below the fields is a prompt: 'Enter your username and password then click the [Login] button below.' At the bottom are two buttons: 'Login' (highlighted with a red box) and 'Cancel'.


Step 3. Enter your **USER NAME**.

Step 4. Enter your **PASSWORD**.

Step 5. Click **LOGIN** to go to the Sunflower Assets Production Page.

STEPS

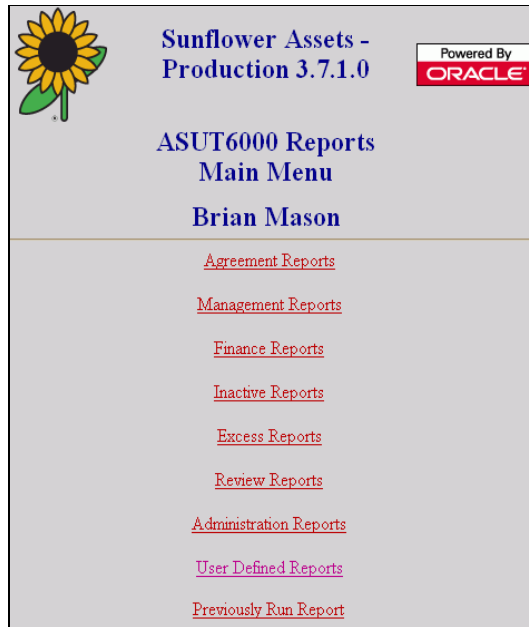
- Click **Sunflower Assets Reports**



The screenshot shows the user dashboard after login. The title bar is the same. The user's name 'Brian Mason' is displayed in the center. Below the name are several links: 'Sunflower Assets Forms', 'Sunflower Assets Reports' (highlighted with a red box), 'HTML Transaction Pages', 'CD 50 / 52 Transaction Menu', and 'Logoff' at the bottom.

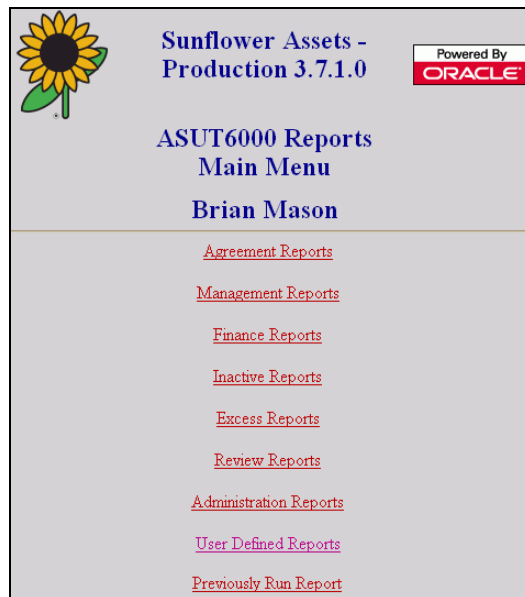
Step 6. Select **Sunflower Assets Reports** from the list.

Step 7 The **Reports Main Menu** will display.



ABOUT REPORTS

Use the Reports Main Menu to select and run reports specific to your reporting objectives. Sunflower Assets provides standard reports for each module within the application that enables you to manage personal property through each phase of its lifecycle. Additionally, use reports provided in the User Defined Reports menu option to run reports that have been customized to meet the policies and organizational objectives defined by NOAA.



REPORT TYPE	DEFINITION
Agreement Reports	Report on contract property.
Management Reports	Report on currently available personal property.
Finance Reports	Report on the financial aspect of your personal property.
Inactive Reports	Report on personal property that is in storage.
Excess Reports	Report on excessed personal property.
Review Reports	Report on personal property that is a part of a physical inventory.
Administration Reports	Report on administrative aspects of personal property (i.e. users).
User Defined Reports	Report on personal property based on customized NOAA report criteria.
Previously Run Report	Use selection criteria to run a previously generated report.

SUNFLOWER ASSETS REPORTS

Sunflower Assets Reports are standard reports that are provided with your application. You will notice that there are many reports available to you based on your interests and needs. The following pages will highlight those reports that are most beneficial to the Property Custodian:

Sunflower Assets Reports	
▪ Inventory Assets (Global Information)	
• Inventory Assets by Organization	
• Asset Search	
• List of Inventory Assets by HQ or Region	
• Report Steward Org within a Parent Org	
▪ Financial Assets (Global Information)	
• Balance Summary	
▪ Excess Receival Requests	
▪ Organizations and Property Contacts	
▪ Previously Run Reports	
▪ User Defined Reports	

One of the most common reports that Custodians will run is the Inventory Assets (Global Information) report that can display a vast amount of property record details based on the criteria that is chosen. This report will help Custodians retrieve valuable information that is applicable to their custodial area. Additionally, Custodians can choose to run the report in a *top down* fashion which will reflect records that exist in multiple custodial areas, that roll up to a parent organization.

Another common report is the Financial Assets (Global Information) report which enables you to view the financial attributes of the physical property record. Another finance report, the Balance Summary report, allows you to view subsidiary ledger balance summaries on a set of property records in a given period of time.

Additionally, Excess Receival Requests report allows you to see what has been issued for disposal.

The Organizations and Property Contacts report is a report that you can use to view a list of property custodians assigned to a given organization. You can also view a list of custodians by

region. For example, if you have 50 custodians within your region, the report will list their names, region, contact information, etc.

Lastly, Sunflower Assets has the capability of allowing the user to re-run a report which was previously defined with specified criteria. You will learn how to do this by review the Previously Run Reports section.

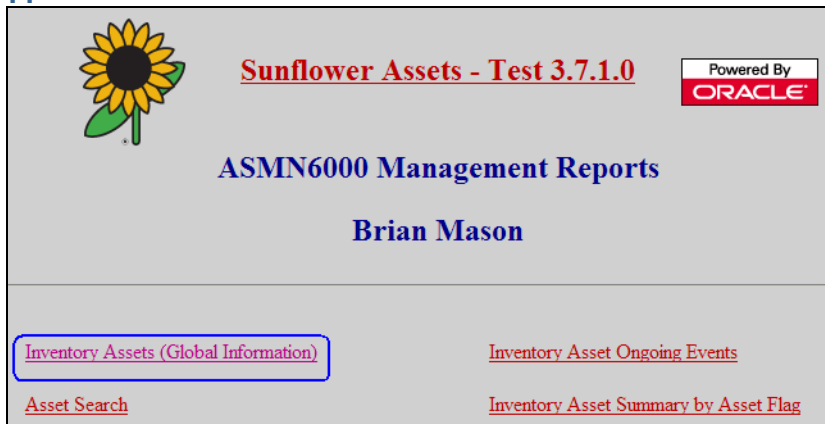
In addition to standard reports, User Defined Reports, specific to the NOAA organization are available for your use as well. In this chapter you will also take a brief look at the benefits of those User Defined Reports that relate to the NOAA annual physical inventory requirements.


LIST INVENTORY ASSETS BY ORGANIZATION REPORT

Use this report to generate a list of Inventory Assets for a particular Steward Organization.

STEPS

- Click **Mgmt**
- Click **Mgmt Reports**
- Click **Inventory Assets (Global Information)**



 **Sunflower Assets - Test 3.7.1.0** Powered By ORACLE

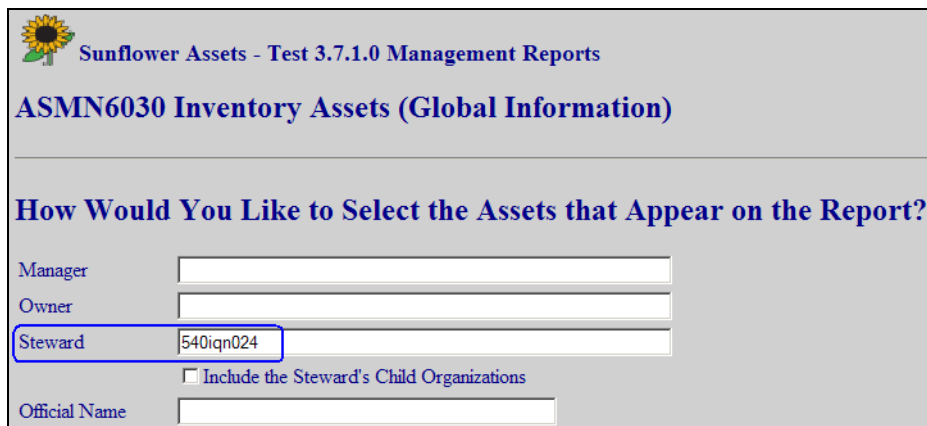
ASMN6000 Management Reports


Brian Mason

[Inventory Assets \(Global Information\)](#) [Inventory Asset Ongoing Events](#)

[Asset Search](#) [Inventory Asset Summary by Asset Flag](#)

Step 1 Click **Inventory Assets (Global Information)** from the Management Reports menu.



 **Sunflower Assets - Test 3.7.1.0 Management Reports**

ASMN6030 Inventory Assets (Global Information)

How Would You Like to Select the Assets that Appear on the Report?

Manager

Owner

Steward

☐ Include the Steward's Child Organizations

Official Name

Step 2 Enter the name of the Steward Organization in the **Steward** field.

Step 3 Scroll down to the **Include Which Of The Following** selection.

Include Which of the Following?

Active / Retired / Both ACTIVE

- ☒ Asset Details (Steward, Custodian, User, Location, Expected Return Date, Asset Type and Asset Condition)
- ☐ Inventory Asset Comments
- ☒ Inventory Asset Initial Event Details
- ☐ Inventory Asset Ongoing Event Details
- ☐ Inventory Asset User Fields
- ☐ Identifiers of Related Interest Assets
- ☐ Asset Value Components

How Would You Like the Assets to be Grouped?

NONE

☐ Display Only Asset Quantity and Value Totals by the Selected Break Group

How Would You Like the Assets to be Sorted?

1	2	3
ASSET IDENTIFIER	ASSET IDENTIFIER	ASSET IDENTIFIER

Submit Reset

Step 4 Select **ACTIVE** to include active assets, other wise select **BOTH** which will include active and retired assets.

Step 5 Check the **ASSET DETAILS** box.

Step 6 Check the **INVENTORY ASSETS USER FIELDS**.

Step 7 Click the **SUBMIT** button.

REPORTS

List Inventory Assets by Organization Report

Step 8 Select the **OUTPUT FORMAT**, select **Acrobat** for a print quality report. Select HTML to review the report on your computer screen.




 Sunflower Assets - Test 3.7.1.0 Management Reports

ASMN6030 Inventory Assets (Global Information)

Output format

☒ Acrobat ☐ HTML ☐ Text file export (Excel, Lotus 1-2-3, Access...)

Press  to run the report with the following parameters
(Selection Criteria: 3135)

Step 9 Click the **eXecute** button to generate the report.

The following report illustrates data reflecting selection criteria for Asset Details (Steward, custodian, user, location) and Inventory Asset User Fields. Each report is composed of a report header page (shown below) followed by the report details which begins on the 2nd page of the report.

REPORT HEADER: PAGE 1

Sunflower Assets

INVENTORY ASSETS (GLOBAL INFORMATION)

ASMN6030

Run by

MASON BRIAN G 3667

Run date

11/29/2004 19:33

Selection Criteria: 3136

Asset Identifier :

Manager :

Serial Number :

Owner :

Document :

Steward : 54001C

Document Type :

Include Children : N

Only Assets w/ERD : N

Official Name :

ERD between :

Manufacturer :

Active/Retired/Both : ACTIVE

Model :

Incl. Asset Details : Y

Custodian :

Incl. Comment : N

User :

Incl. Initial Event : N

Agreement :

Incl. Ongoing Events : N

Site :

Incl. Asset User Fields : Y

Level 1 Structure :

Incl. Other Interests : N

Level 2 Structure :

Incl. Value Component : N

As of Date :

Totals Only : N

Order by : Site, Asset Identifier

REPORT DETAILS: PAGE 2

Page 2 of the report displays asset data based on your selected criteria.

Sunflower Assets		Inventory Assets (Global Information)					Page 2 of 7	
ASMN6030							11/29/2004 19:41	
Site : KENT, NY								
Identifier	Type	Flags	Official Name	Manufacturer	Model	Serial Number	Asset Value	Ref Date
DOCTEST4	S		GUN, PISTOL, THROUGH 30MM	M & H	090		\$ 1,000.00	06/24/2004
Steward : 54001C					Location : KENT, NY			
Custodian : L NOBLE E JACK 7838					:			
User : MASH BLAIR R 852								
Asset Type: FIRE FIGHTING, RESCUE, AND SAFETY EQUIPMENT								
Condition:								
Return Date:								
User Fields : CANS Organization:								
Global User Fields :								
KENT, NY					Total:	1	\$	1,000.00

BENEFITS:

This report enables you to view asset details as they relate to organizations.

REPORTS

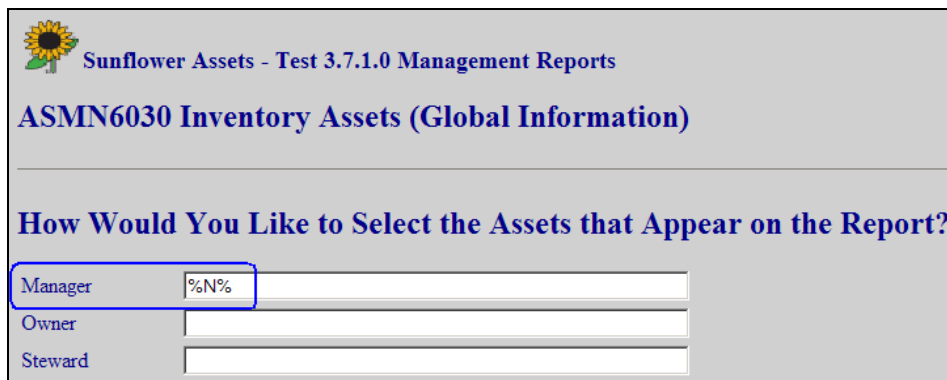
List Inventory Assets by Headquarters or Regional Office Report


LIST INVENTORY ASSETS BY HEADQUARTERS OR REGIONAL OFFICE REPORT

.....

To obtain a listing of all assets managed by Headquarters or Regional Office Manager, a wild key can be used in the Manager field. For example: for the Office Manger, enter %N% in the manager field.

Step 1 Click **Inventory Assets (Global Information)** from the Management Reports menu.



 **Sunflower Assets - Test 3.7.1.0 Management Reports**

ASMN6030 Inventory Assets (Global Information)

How Would You Like to Select the Assets that Appear on the Report?

Manager	<input type="text" value="%N%"/>
Owner	<input type="text"/>
Steward	<input type="text"/>

Step 2 Enter %N% in the **Manager** field.

Step 3 Select the attributes that you desire and press the **Submit** button.

Step 4 Select **Acrobat**.

Step 5 Press the **eXecute** button on the Confirmation page to obtain the report.

Sunflower Assets			Inventory Assets (Global Information)			
ASMN6030						
Identifier	Type	Flags	Official Name	Manufacturer	Model	Serial Number
TEST99		S	MISCELLANEOUS ITEMS	LKB WALLAC	1282 COMPU GAMMA	
Steward : 54001C001		Location : OMAHA, NE				
Custodian : FIGHTMASTER ROBERT W 4519		: :				
User :						
Asset Type: MISCELLANEOUS						
Condition:						
Return Date:						
Global User Fields : Personal Organization Code:**Line Office:**System Catalog Name:						
Sunflower Assets			Inventory Assets (Global Information)			
ASMN6030						
Report Total :						553

BENEFITS:

- Easily view assets by organization level
- At-a-glance view of total assets owned by an organization

ASSET SEARCH

Another way to look for assets is with the Asset Search capability built into Sunflower. We can search by the various interest types, or combination of interest types.

In this example, we will do a search by Manufacturer and the Inventory Interest Type.

STEPS

- Click **Management Reports**
- Click **Asset Search**

ASMN6000 Management Reports

Harold Mears

[Inventory Assets \(Global Information\)](#)

[Inventory Asset Ongoing Events](#)

[Asset Search](#)

[Inventory Asset Summary by Asset Flag](#)



Sunflower Assets - Production 3.7.1.0 Excess Reports

ASMN6120 Asset Search

How Would You Like to Select the Assets that Appear on the Report?

Official Name

Manufacturer

Model

Model Common Name

Serial Number

Asset Type

National Stock Number

Minimum Asset Value \$

Include Only Assets Acquired Between (MM/DD/YYYY) and (MM/DD/YYYY)

Include Current Information

Include Closed Interests

Step 1 In the Official Name Field Enter 'Vessel, Research'

Step 2 In the Manufacturer Field Enter "Various"

The screenshot shows a web-based form for configuring an asset search report. It has a light gray background and a black border. At the top left, the title "Interest Type(s)" is in bold blue font. Below it is a white dropdown menu with a list of asset types: AGREEMENT ASSET, EXCESS ASSET, FINANCIAL ASSET, INACTIVE ASSET, INVENTORY ASSET (highlighted in blue), and SUBSET ASSET. Below the dropdown, the question "How Would You Like the Assets to be Grouped?" is in bold blue font. Underneath is a white dropdown menu currently showing "NONE". Below that, the question "How Would You Like the Assets to be Sorted?" is in bold blue font. This is followed by three sorting options labeled 1, 2, and 3. Each label is above a white dropdown menu, all of which currently show "NONE". At the bottom left of the form are two buttons: "Submit" and "Reset".


Step 3 In the Interest Type Select Inventory Assets

Step 4 In the “How Would You Like the Assets Grouped” Field select from the field of values

Step 5 In the “How Would You Like the Assets to be Sorted” Fields select from the fields of values

Step 6 Click the Submit button

NOTE: Sunflower Assets allows you to search by Interest Types such as Inventory for Accountable Property, Agreements for Leased Property, Financial for Capitalized Property and Excess for Inactive and Excess Property.



Sunflower Assets - Production 3.7.1.0 Excess Reports

ASMN6120 Asset Search

Output format

☐ Acrobat
 ☒ HTML

Press eXecute to run the report with the following parameters
(Selection Criteria: 23900)

Selected by	Value
Official Name	VESSEL, RESEARCH
Manufacturer	VARIOUS

Step 7 Select the Output format, Acrobat for printing and HTML for viewing

Step 8 Click the eXecute button

Sunflower Assets ASMN6120		Asset Search				Page 2 of 3 01/06/2005 16:46	
Identifier	Flags	Official Name	Manufacturer	Model	Serial Number	Asset Value	Acq Date
INV CD0000621894		VESSEL, RESEARCH	VARIOUS	NOMOD	SEN	\$ 2,401,578.21	03/31/2000
		Steward : 54001N054		Location : SEATTLE, WA			
		Custodian : STEBBINS JODI M 210885					
		Phone : 2065266408					
		User :					
		Phone :					
					Total :	1	\$ 2,401,578.21
					Report Total :	1	\$ 2,401,578.21

NOTE: Review the data in the report.

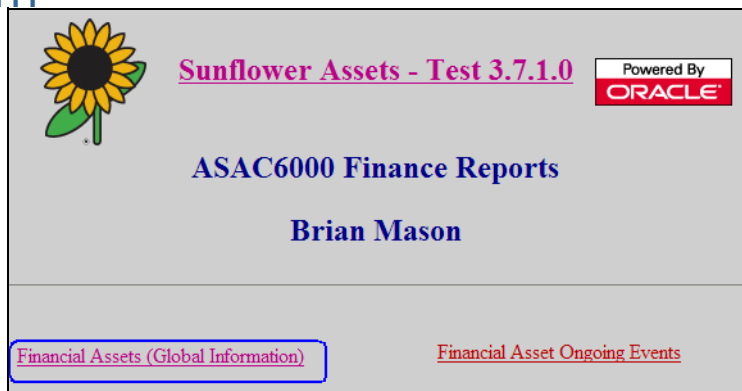
FINANCIAL ASSETS (GLOBAL SUMMARY)

Use the Financial Assets (Global Information) report to display personal property financial details and summary information.

Step 1 Click **Financial Assets (Global Information)** from the Finance Reports menu.

STEPS

- Click **Sunflower Assets Reports**
- Click **Finance Reports**
- Click **Financial Assets (Global Information)**



Sunflower Assets - Test 3.7.1.0

Powered By ORACLE

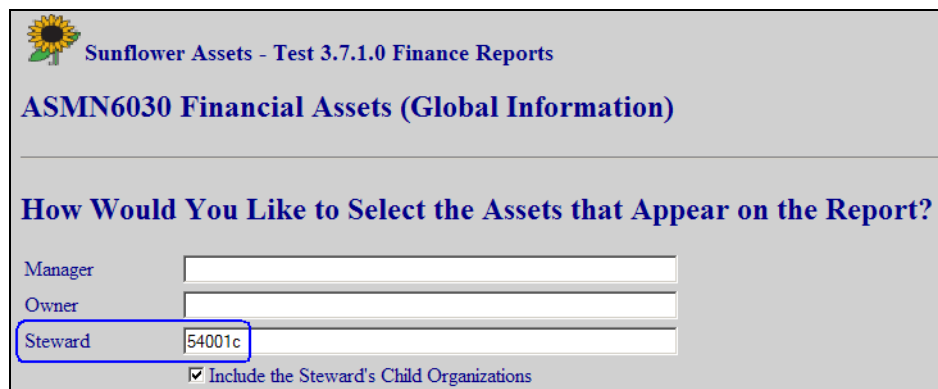
ASAC6000 Finance Reports

Brian Mason

Financial Assets (Global Information)

Financial Asset Ongoing Events

Step 2 Enter the steward organization in the **Steward** field.



Sunflower Assets - Test 3.7.1.0 Finance Reports

ASMN6030 Financial Assets (Global Information)

How Would You Like to Select the Assets that Appear on the Report?

Manager

Owner

Steward 54001c

☒ Include the Steward's Child Organizations

Step 3 Scroll down to the **Include Which Of The Following** selection.

- Step 4 Select Active Asset
- Step 5 Check the **ASSET DETAILS** box.
- Step 6 Check the **FINANCIAL ASSETS USER FIELDS**.
- Step 7 Select Steward from the list of **Group By** options.
- Step 8 Select Steward from the list of **Sort** options.
- Step 9 Click **Submit** button
- Step 10 Select Acrobat for the **Report Output** option.
- Step 11 Click **eXecute**.

The illustration below is an excerpt from the generated report which displays the financial assets for steward 54001C.

Sunflower Assets		Financial Assets (Global Information)					Page 2 of 2	
ASMN6030							11/30/2004	
Steward : 54001C								
Identifier	Type	Flags	Official Name	Manufacturer	Model	Serial Number	Asset Value	Eff Date
FO1FAISAL			LAPTOP COMPUTER	DELL	120	4501	\$ 500,000.00	05/12/04
Steward : 54001C			Location : GAITHERSBURG, MD					
Custodian :			BUILDING : 200 ROOM : 201					
User :								
Asset Type: GENERAL PURPOSE ADPR INCL. SOFTWARE, SUPPLIES AND								
Condition: SUPPORT								
Return Date:								
User Fields : Unsupported Flag:++Line Office:								
Global User Fields : Personal Organization Code:**Line Office:**System Catalog Name:								
54001c					Total:	1	\$	500,000

NOTE: Displayed are the Financial Assets for Steward 54001C

BENEFITS:

- View Financial Assets by organization
- View asset value details and total asset cost per steward

BALANCE SUMMARY

Use the Balance Summary report to view subsidiary ledger balance summaries for a selected set of property records for a specified period of time.

STEPS

- Click **Sunflower Assets Reports**
- Click **Financial Reports**
- Click **Balance Summary**

Step 1 Enter the name of an organization in the Steward field.

Step 2 Select All from the **Asset Type**.

Step 3 Click **Submit** button.

Step 4 Select Acrobat from the **Report Output** options.

Step 5 Click **eXecute** button

The illustration below is an excerpt from the generated report which displays the personal property balance summary for steward 54001C.

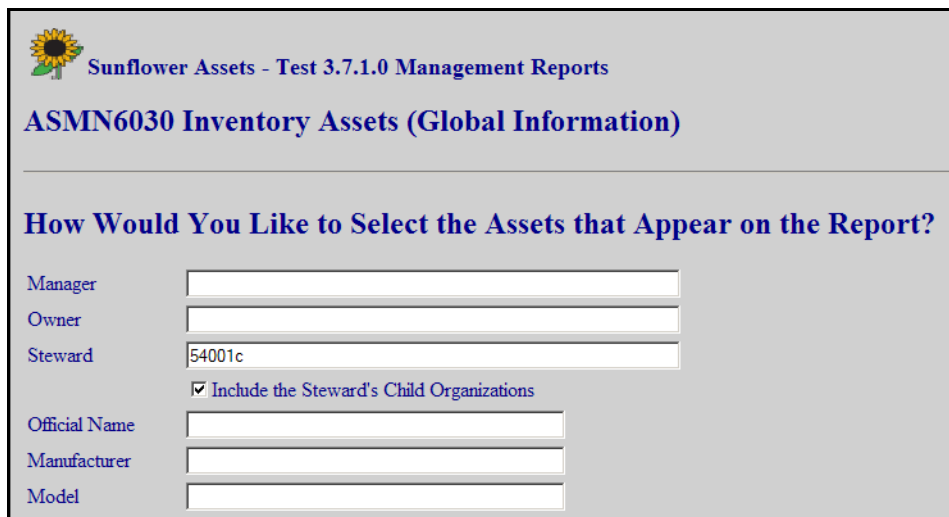
Sunflower Assets	Balance Summary	Page 2 of 4		
ASAC6030		12/01/2004 19:58		
	Capitalized Value	Depreciation	Net Book Value	Count
	\$4,300,231,389.52	\$3,152,501,177.59	\$1,147,730,211.93	1,325


BENEFITS:

- View subsidiary ledger balance summaries for a period in time
- Great assessment report to support forecasting and capital planning

STEWARD ORGANIZATIONS BY PARENT ORGANIZATION REPORT

Use the Inventory Assets Global Information report to view the parent-child organizations that belong to a specified parent (steward) organization.



 Sunflower Assets - Test 3.7.1.0 Management Reports

ASMN6030 Inventory Assets (Global Information)

How Would You Like to Select the Assets that Appear on the Report?

Manager

Owner

Steward

☒ Include the Steward's Child Organizations

Official Name

Manufacturer

Model

Step 1 Enter the Parent Organization in the owner block

Step 2 Check the box include the Steward's Child Organization

Step 3 Enter the output criteria

Step 4 Scroll to the bottom of the form and press the Submit button

NOTE: To separate the information by steward organizations, sort by Steward and then property identifier.

Step 5 Press the button on the Output format criteria screen to obtain the report

The report excerpt below illustrate the personal property for organizations that are children of parent organization 54001C.

Identifier	Type	Flags	Official Name	Manufacturer	Model
DOCTEST1	Parent Organization	S	GUN, PISTOL, THROUGH 30MM	M & E	090
Child Org.	Steward : 54001C				Location : OMAHA, NE
	Custodian : L NOBLE E JACK 7838				: :
	User : MASE BLAIR E 852				
	Asset Type: FIRE FIGHTING, RESCUE, AND SAFETY EQUIPMENT				
	Condition:				
	Return Date:				
DOCTEST2		S	GUN, PISTOL, THROUGH 30MM	M & E	090
	Steward : 54001C				Location : OMAHA, NE
	Custodian : L NOBLE E JACK 7838				: :
	User : MASE BLAIR E 852				
	Asset Type: FIRE FIGHTING, RESCUE, AND SAFETY EQUIPMENT				
	Condition:				
	Return Date:				

BENEFITS:

- View personal property by organizational ownership
- View child organizations in relation to the parent organization

EXCESS RECEIVAL REQUESTS REPORT

Use the Excess Receipt Requests report to view personal property with pending excess/inactive requests.

STEPS:

- Click **Sunflower Assets Reports**
- Click **Excess Reports**
- Click **Assets with Pending Excess/Inactive Requests**



Sunflower Assets - Test 3.7.1.0

Powered By
ORACLE

ASEX6000 Excess Reports

Brian Mason

Excess Assets (Global Information)	Excess Asset Ongoing Events
Asset Reservations	Excess Asset Summary by Asset Flag
Asset Search	Excess Asset Summary by Asset Type
Asset Structure	Excess Assets
Assets with Pending Excess/Inactive Requests	Excess Interface Records Processing Results

Step 1 Check the **Excess Receival Requests** check box.

Steward

%

Include children

N

Custodian

Identifier

Last Name

First Name

Middle Name

Prefix

Suffix

You can use '%' as a wildcard character in the Identifier, Last Name, First Name and Middle Name fields

User

Identifier

Last Name

First Name

Middle Name

Prefix

Suffix

You can use '%' as a wildcard character in the Identifier, Last Name, First Name and Middle Name fields

Requester

Identifier

Last Name

First Name

Middle Name

Prefix

Suffix

You can use '%' as a wildcard character in the Identifier, Last Name, First Name and Middle Name fields

Interest Type to Print With Request

INVENTORY ASSET

Include Only Assets With This Interest

N

Include Only Assets With a Current Interest

N

Request

☒ Excess Receival Requests

☐ Inactive Receival Requests

☐ Inactive Redeployment Requests

☒ In-place Receival Requests

Include Only Requests Recorded Between

(MM/DD/YYYY)

and

(MM/DD/YYYY)

Step 2 Specify additional criteria such as the **Pick-Up Location** and/or **Deliver-to Location**.

Step 3 Specify **Grouping** criteria such as the Pick-up Location.

Step 4 Specify **Sorting** criteria such as sort by Steward.

Step 5 Click the **Submit** button.

Step 6 Click the **eXecute** button.

REPORTS

Excess Receipt Requests Report

This report below displays personal property with Excess/Inactive Requests and deliveries to Washington, DC.

Sunflower Assets		Financial Assets (Global Information)					Page 2 of 10	
ASMN6030							11/30/2004 18:15	
Steward : 54001C								
Identifier	Type	Flags	Official Name	Manufacturer	Model	Serial Number	Asset Value	Eff Date
FO1FA1EAL			LAPTOP COMPUTER	DELL	120	4501	\$ 500,000.00	05/12/2004
Steward : 54001C			Location : GAITHERSBURG, ND					
Custodian :			BUILDING : 200 ROOM : 201					
User :								
Asset Type: GENERAL PURPOSE ADPR INCL. SOFTWARE, SUPPLIES AND								
Condition: SUPPORT								
Return Date:								
User Fields : Unsupported Flag:**Line Office:								
Global User Fields : Personal Organization Code:**Line Office:**System Catalog Name:								
54001c						Total:	1	\$ 500,000.00

BENEFITS:

- View those assets for which excess requests have been created
- View summary information about newly created excess asset requests

ORGANIZATIONS AND PROPERTY CONTACTS REPORT

Use the Organizations and Property Contacts report to view the personal property contacts for a given steward organization. This report shows the organization hierarchy and the details of the associated contacts (i.e. asset center representatives).

STEPS

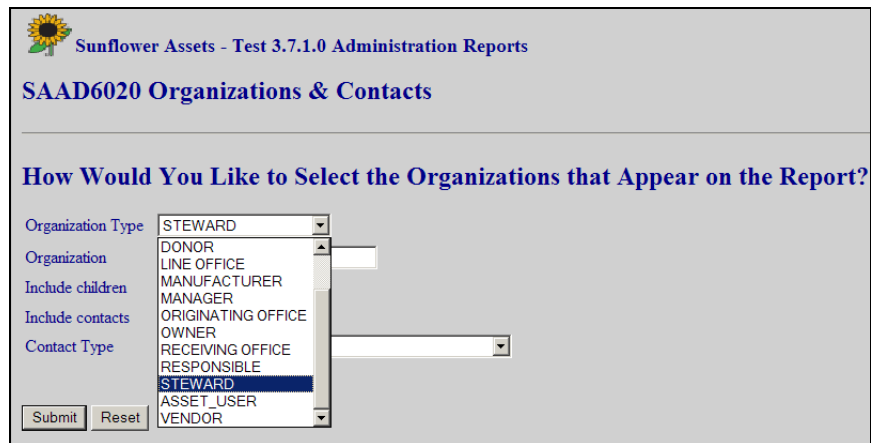
- Click **Sunflower Assets Report**
- Click **Administration Reports**
- Click **Organizations and Contacts**



REPORTS

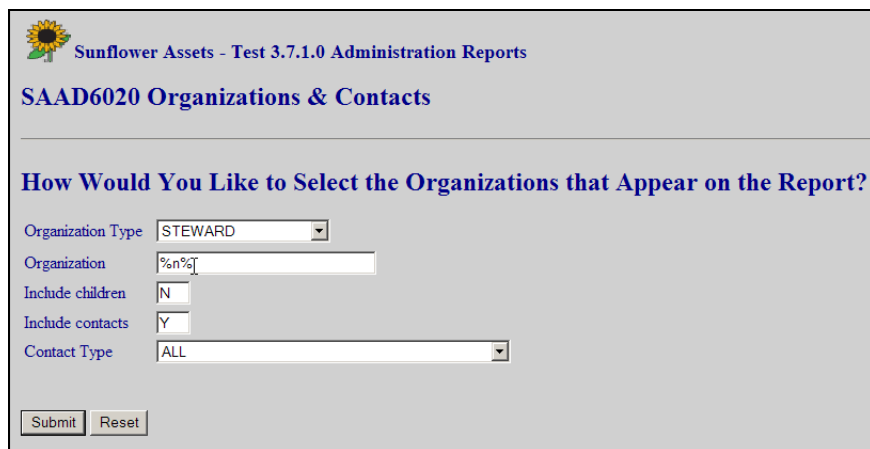
Organizations and Property Contacts Report

Step 1 Select an **Organization Type** from the list of values.



NOTE: There are a number of different organization types that you can select. To view all contacts, select Steward from the list of values.

Step 2 Enter %n% in the **Organization** field to search by Regional Offices.t



NOTE: In the Organization field you can use wildcard keys (%) with the letter for your headquarters or regional office (i.e. %n% for regional office).

Step 3 Select Y (yes) or N (no) to include **Child Organizations** and **Contacts**.

Sunflower Assets - Test 3.7.1.0 Administration Reports

SAAD6020 Organizations & Contacts

How Would You Like to Select the Organizations that Appear on the Report?

Organization Type: STEWARD

Organization:

Include children: N

Include contacts: Y

Contact Type: ALL

Submit Reset

Administration Reports

ALL
ASSET CENTER REPRESENTATIVE
ACCOUNTABLE OFFICER
PROPERTY CONTACT
PURCHASE CARD HOLDER
IT ASSET REPRESENTATIVE
PROPERTY ACCOUNTABILITY OFFICER
PROPERTY CUSTODIAN
PROPERTY MANAGEMENT OFFICER
REGIONAL PROPERTY MANAGEMENT OFFICER
VENDOR SALES REP

NOTE: In the contact type, you have different choices, you could select the Asset Center Representative, or the Property Contact, or all.

Step 4 Select a **Contact Type** (in the example above ALL contact types has been chosen).

Step 5 Click the **Submit** button.

Step 6 Select an **Output Option**.

NOTE: The output format can be selected in either Acrobat or HTML. The selection criteria, i.e. 3146 is also shown. This report can be run at any time using the same criteria, if 3146 is entered into previously run reports.

Step 7 Click the **eXecute** button.

REPORTS*Organizations and Property Contacts Report*

The sample report illustrated below shows the organization hierarchy and the details of the associated contacts.

54001N371	<u>Contact Type</u>	<u>Name</u>	<u>Phone</u>	<u>Primary?</u>	<u>Steward?</u>
	ASSET CENTER REPRESENTATIVE	EXCESS PROPERTY	301 713-3530	Y	Y
	PROPERTY CUSTODIAN	EXCESS PROPERTY	301 713-3530	Y	Y
54001N372	<u>Contact Type</u>	<u>Name</u>	<u>Phone</u>	<u>Primary?</u>	<u>Steward?</u>
	ASSET CENTER REPRESENTATIVE	NOAA OLD B	301 713-3530	Y	Y
	PROPERTY CUSTODIAN	NOAA OLD B	301 713-3530	Y	Y
54002N	<u>Contact Type</u>	<u>Name</u>	<u>Phone</u>	<u>Primary?</u>	<u>Steward?</u>
	ACCOUNTABLE OFFICER	DORSKIND JIM	202 482-4080	Y	N
54002N000	<u>Contact Type</u>	<u>Name</u>	<u>Phone</u>	<u>Primary?</u>	<u>Steward?</u>
	ASSET CENTER REPRESENTATIVE	LYONS ALMA	202 482-4080	Y	Y
	PROPERTY CUSTODIAN	SMITH JEAN M	202 482-3369	Y	Y
54002N010	<u>Contact Type</u>	<u>Name</u>	<u>Phone</u>	<u>Primary?</u>	<u>Steward?</u>
	ASSET CENTER REPRESENTATIVE	WILLIAMS MONIA	301 427-2202	Y	Y

BENEFITS:

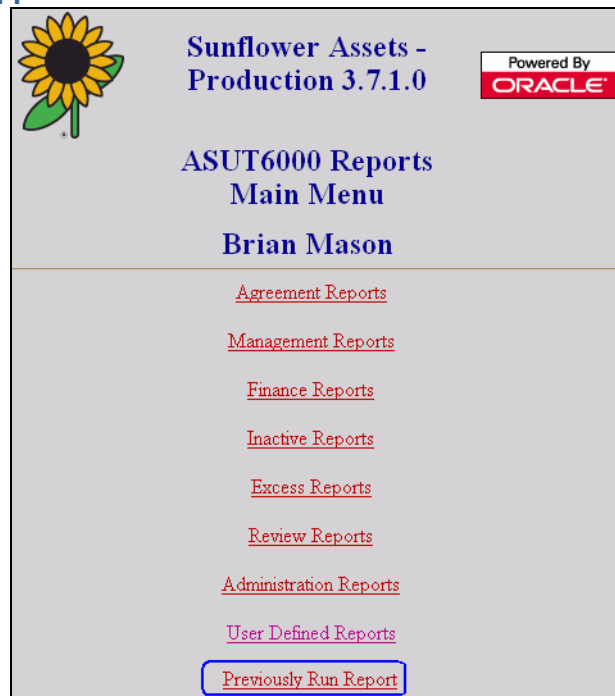
- View organization structure at a glance
- View organization contacts

GENERATE PREVIOUSLY RUN REPORTS

If you have a report that you tend to run frequently, you may run it again without defining the same selection parameters each time. Once you've chosen criteria that provides the desired report output for a specified report save the Selection Criteria number so that you can use the number to regenerate this report at any time in the future.

STEPS

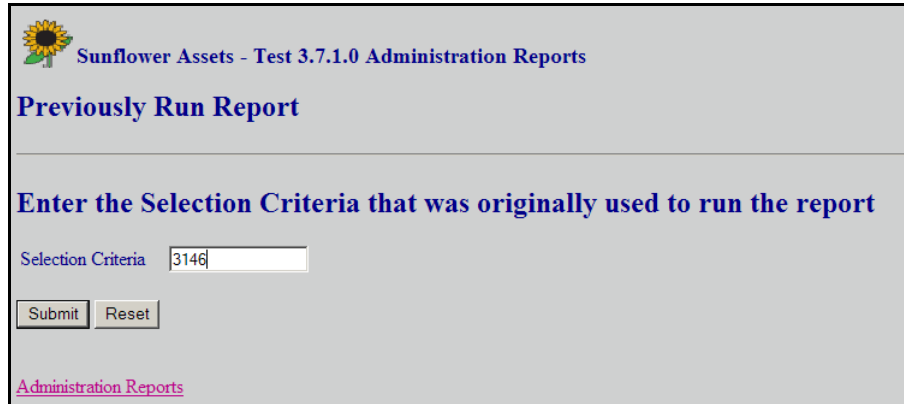
- Click **Sunflower Assets Reports**
- Click **Previously Run Report**




Step 1 To run a previously run report begin by clicking the **Previously Run Report** option from the Reports Main Menu.

REPORTS*Generate Previously Run Reports*

Step 2 Enter the report number in the **Selection Criteria** field.



 **Sunflower Assets - Test 3.7.1.0 Administration Reports**

Previously Run Report

Enter the Selection Criteria that was originally used to run the report

Selection Criteria

[Administration Reports](#)

Step 3 Click **Submit**.

Step 4 Select **Acrobat**.

Step 5 Click **eXecute**.

The following illustration displays a previously run Organization & Contacts report.

Sunflower Applications		Organizations & Contacts			Page 2 of 55	
SAAD6020					11/30/2004 17:37	
<u>Name</u>					<u>Code</u>	
54001N						
	<u>Contact Type</u>	<u>Name</u>	<u>Phone</u>	<u>Primary?</u>	<u>Steward?</u>	
	ACCOUNTABLE OFFICER	NOAA PERSONAL PRO DUMP F	301 413-8810	Y	N	
54001N371						
	<u>Contact Type</u>	<u>Name</u>	<u>Phone</u>	<u>Primary?</u>	<u>Steward?</u>	
	ASSET CENTER REPRESENTATIVE	EXCESS PROPERTY	301 713-3530	Y	Y	
	PROPERTY CUSTODIAN	EXCESS PROPERTY	301 713-3530	Y	Y	
54001N372						
	<u>Contact Type</u>	<u>Name</u>	<u>Phone</u>	<u>Primary?</u>	<u>Steward?</u>	

BENEFITS:

- Save time by not having to re-enter criteria each time
- Gives you the same view of your property in time
- Reflects the latest and greatest data each time the report is re-run

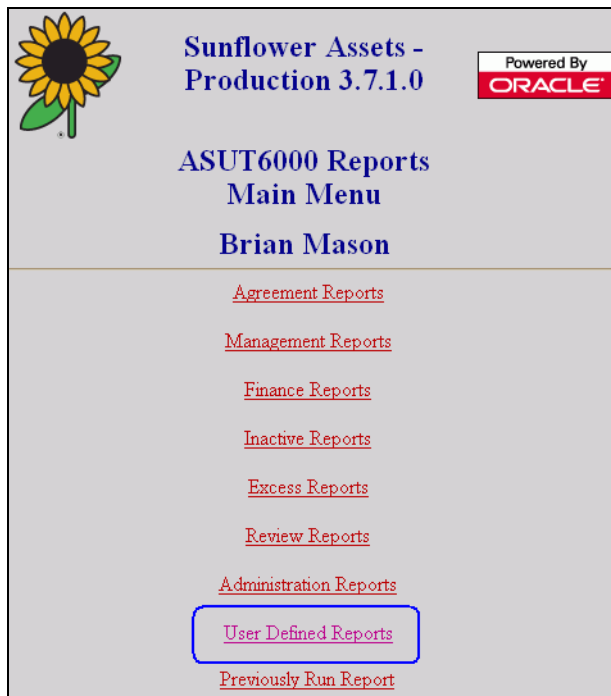
USER DEFINED REPORTS

User Defined Reports are custom reports designed specifically to meet the needs of managing personal property by the NOAA. There are three categories of User Defined reports,

- NOAA Specific Financial Reports
- NOAA Specific Transaction Reports
- NOAA Specific CD50/52 Reports

STEPS

- Click **Sunflower Assets Reports**
- Click **User Defined Report**



The following section will discuss several of the Financial reports that are integral to effective annual management of personal property.

ANNUAL FINANCIAL REPORTING

Custodians are responsible for the submission of the following reports as appropriate to indicate their ownership, or lack of ownership, of personal property. Each year during the month of May, 5 memos are sent out requesting the receipt of information about the state of each organization's financial assets. You are required to,

- Certify the inventory of your specific financial assets.
- Contracting officers must perform and report on the status of government contract property by performing an annual physical inventory and providing the results to the NOAA Office of Property Management.
- Organizations must report and account for all heritage assets that are in their custody.
- Validate the correctness of depreciation accounts.
- Provide deferred maintenance reports on a quarterly basis.

PHYSICAL INVENTORY REPORTS

Use the Physical Inventory Report to certify ownership of personal property as well as verify that personal property is in actual inventory and not excessed, stored or lost. There are four reports from which you can select the appropriate report to validate your ownership of personal property:

- Physical Inventory Report Certification
- Physical Inventory Report Certification (By Custodian)
- Physical Inventory Report Certification (No Assets)
- Physical Inventory Report Certification (By Steward/No Assets)

PHYSICAL INVENTORY

Perform an annual inventory and submit results (hard copy) to the Office of Property Management.

This process is managed outside of Sunflower Assets. Please contact the Office of Property Management for more information.

HERITAGE ASSETS

Report on a yearly basis on those assets that, while not in use, are retained due to their historical nature and value.

This process is managed outside of Sunflower Assets. Please contact the Office of Property Management for more information.

VALIDATE DEPRECIATION ACCOUNTS

Report on a yearly basis that you have verified the accounts against which depreciation is accumulated.

This process is managed outside of Sunflower Assets. Please contact the Office of Property Management for more information.

MANAGE DEFERRED MAINTENANCE

Report on a yearly basis of any instance of personal property whose regularly scheduled maintenance has been deferred.

This process is managed outside of Sunflower Assets. Please contact the Office of Property Management for more information.

NOAA SPECIFIC FINANCIAL REPORTS

The Financail Reports Menu covers many functions and they all work very similarly, so when you are able to run the two we will be covering, you should be able to do the rest. We are going to show you how to get a repot showing Physical Inventory Certification and Physical Inventory Certification with no assets.

STEPS

- Click NOAA Specific Financial Reports



REPORTS: PHYSICAL INVENTORY CERTIFICATION

The Review Reports provide information regarding the progress of the annal physical inventories.

REPORTS

NOAA Specific Financial reports

STEPS

- Click **Physical Inventory Report Certification (By Custodian)**



Step 1 Click the Physical Inventory Report Certification (By Custodian)



Sunflower Assets - Production 3.7.1.0 NOAA Specific Financial Reports

EXT6100 Physical Inventory Report Certification (By Custodian)

Include

Custodian

[NOAA Specific Financial Reports](#)

Step 2 Select the Custodial Area

Step 3 Click the Submit button

Step 4 Select the custodial area for which you would like to run the report

Step 5 Click the submit button



Sunflower Assets - Production 3.7.1.0 NOAA Specific Financial Reports

EXT6100 Physical Inventory Report Certification (By Custodian)

Output format

☒ Acrobat ☐ HTML

Press to run the report with the following parameters
(Selection Criteria: 24996)

Include	
Custodian	54001C001

[NOAA Specific Financial Reports](#)

Step 6 Select the output format either Acrobat or HTML

Step 7 Press the eXecute button



U. S. DEPARTMENT OF COMMERCE NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION PHYSICAL INVENTORY REPORT CERTIFICATION							
AS OF 01/21/05							
ACCOUNTABLE OFFICE 54036C							
STEWARD 54036C082							
<u>DESCRIPTION</u>		<u>MANUFACTURER</u>		<u>MODEL</u>		<u>SERIAL NO.</u>	<u>IDENTIFIER</u> <u>USE</u>
<u>DOC TYPE</u>	<u>SOURCE DOC. #</u>	<u>ACQ. COST</u>	<u>ACQ. DATE</u>	<u>CCC</u>	<u>LOCATION</u>		<u>USEFUL LIFE (MONTHS)</u>
ADVANCED WEATHER INFO PROCESSING SY		LITTON PRC			CWIP-AWIPS	CWIP-AWIPS-VNWAR	CD0000910885 AGENCY OWNED
		\$1,696,520	03/08/99	70	KANSAS CITY, MO		84
CURRENT STATUS (E.G. LOST, EXCESS, GFE, ETC.)							
ADVANCED WEATHER INFO PROCESSING SY		LITTON PRC			CWIP-AWIPS	CWIP-AWIPS-VNWAR	CD0000910902 AGENCY OWNED
		\$1,696,520	03/08/99	70	KANSAS CITY, MO		84
CURRENT STATUS (E.G. LOST, EXCESS, GFE, ETC.)							

Step 8 View the out put of the report

PHYSICAL INVENTORY REPORT CERTIFICATION (NO ASSETS)

This report will require verification and functions much the same as the previous report

STEPS

- Click **Physical Inventory Report Certification (No Assets)**

Property Summary by Object Class Code
Property Summary by System Catalog
Depreciation Roll-forward by System Catalog
Acquisition Cost Roll-forward by System Catalog
Capitalized Property Detail
Prior Period Adjustment Schedule
Physical Inventory Report Certification (By Custodian)
Physical Inventory Report Certification
Physical Inventory Report Certification (No Assets)
Physical Inventory Report Certification (By Steward/No Asset)
Personal Property Capital Lease
Personal Property Operating Lease
NOAA Specific Reports



Sunflower Assets - Test 3.7.1.0 NOAA Specific Financial Reports

EXT6100B Physical Inventory Report Certification (No Assets)

Select custodial area

Area

[NOAA Specific Financial Reports](#)

Step 1 Select the Custodial area from the list of values

Step 2 Click the Submit button

REPORTS

NOAA Specific Financial reports



Sunflower Assets - Test 3.7.1.0 NOAA Specific Financial Reports

EXT6100B Physical Inventory Report Certification (No Assets)

Output format

☒ Acrobat ☐ HTML

Press to run the report with the following parameters
(Selection Criteria: 3921)

[NOAA Specific Financial Reports](#)

Step 3 Select the Output format.

Step 4 Click the eXecute button.

U. S. DEPARTMENT OF COMMERCE NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION PHYSICAL INVENTORY REPORT CERTIFICATION AS OF 01/18/05				
<p>BY MY SIGNATURE BELOW, AS PROPERTY CUSTODIAN FOR STEWARD ORGANIZATION 54083W278 , I HEREBY CERTIFY TO THE BEST OF MY KNOWLEDGE I HAVE NO PERSONAL PROPERTY WITHIN MY ASSIGNED STEWARD ORGANIZATION WHICH HAS AN ORIGINAL ACQUISITION COST OF \$200,000 OR MORE. I FURTHER CERTIFY THAT IF I DO HAVE SUCH PROPERTY IN MY STEWARD ORGANIZATION, IT IS EITHER LISTED ON THE ATTACHED, OR HAS BEEN REPORTED ON A CD-509, PROPERTY TRANSACTION REQUEST, OR SIMILAR FORM, WHICH IS ALSO ATTACHED OR HAS PREVIOUSLY BEEN FORWARDED TO THE SERVICING PROPERTY OFFICE ALONG WITH THE SOURCE DOCUMENTATION.</p>				
PROPERTY CUSTODIAN:				
ROBERT TAYLOR				
NAME	TITLE	PHONE NO.	DATE	SIGNATURE
PROPERTY ACCOUNTABILITY OFFICER:				
JAY JOHNSON				
NAME	TITLE	PHONE NO.	DATE	SIGNATURE
LINE OFFICE OFFICIAL:				
NAME	TITLE	PHONE NO.	DATE	SIGNATURE



NOTE: This form must be signed by the Property Custodian, the PAO and the Line Office Official.

NOAA SPECIFIC TRANSACTION REPORTS

These reports provide information about the amount of information being done in Sunflower for the Line Offices.

STEPS

- NOAA Specific Transaction Reports

**Sunflower Assets - Test 3.7.1.0**

EXT7000 NOAA Specific Transaction Reports
Lewis Jamison

Textual Reports
[Line Office Transactions By User and Transaction Type](#)
[Line Office Transactions By Time Period And Transaction Type](#)
[Line Office Transactions By Time Period And User](#)
[Transaction Detail Report For Custodian](#)

Graphical Reports
[ASC Transactions By User And Transaction Type](#)
[Line Office Transactions By Time Period And Transaction Type](#)
[User Transactions By Transaction Type](#)
[Transactions By Time Period](#)

[NOAA Specific Reports](#)



STEPS

- Click
Transaction
Detail Report for
Custodian



Sunflower Assets - Test 3.7.1.0

Powered By
ORACLE

EXT7000 NOAA Specific Transaction Reports

Lewis Jamison


Textual Reports	Graphical Reports
Line Office Transactions By User and Transaction Type	ASC Transactions By User And Transaction Type
Line Office Transactions By Time Period And Transaction Type	Line Office Transactions By Time Period And Transaction Type
Line Office Transactions By Time Period And User	User Transactions By Transaction Type
Transaction Detail Report For Custodian	Transactions By Time Period

[NOAA Specific Reports](#)

This report is sorted by Custodian Name and displays all records with changes, including additions, retirements and transfers.

REPORTS

NOAA Specific Financial reports



Sunflower Assets - Production 3.7.1.0 NOAA Specific Transaction Reports

EXT7040 Transaction Detail Report For Custodian

Include

Property Custodian:

Transactions From: MM/DD/YYYY

Transactions To: MM/DD/YYYY

[NOAA Specific Transaction Reports](#)

Step 1 Select the Property Custodian or all from the list of values.**Step 2** Enter the beginning period in MM/DD/YYYY format.**Step 3** Enter the end period in MM/DD/YYYY format.**Step 4** Click the Submit button.**Step 5** View the result.

Transaction Details For Custodian									
From Date : 10/15/2004					To Date: 12/31/2004				
Printed On: 01/21/2005					Page: 1 of 8				
Custodian Name: HIGGINBOTHAM BULA					Phone: 3017636300		Steward Org:		540IPN200
Building/Room: ITC5					Site: LARGO, MD				
----- ADDITION -----									
Trans Date: 02-DEC-04		Manufacturer: SUN MICROSYSTEMS, INC.		Asset User:		Asset Cost: \$16821.24			
Trans By: NPOUCP		ModelName No: STORM RIDGE 3610 STORM RIDGE 3610		Activity St: IN SERVICE		Location: LANDOVER, MD ITC5 122			
Bar Code: C90008909716		Description: RISK AND TASK DRIVE UNIT		Doc Number: 123992-0164993-008		Event Typ: PURCHASE			
Serial #: NVD-SK3510-25		Pc: 7025		Doc Type: PURCHASE CARD		Instnt Typ: INVENTORY ASSET			

Trans Date: 03-DEC-04		Manufacturer: DELL INC.		Asset User:		Asset Cost: \$17621.36			
Trans By: NPOUCP		ModelName No: POWEREDGE 4600 POWEREDGE		Activity St: IN SERVICE		Location: LANDOVER, MD ITC5 119			
Bar Code: C90008909717		Description: SERVER, AUTOMATIC DATA PROCESSING		Doc Number: 123992-0163146-001		Event Typ: PURCHASE			
Serial #: 57Q7051		Pc: 7035		Doc Type: PURCHASE CARD		Instnt Typ: INVENTORY ASSET			

Trans Date: 03-DEC-04		Manufacturer: DELL INC.		Asset User:		Asset Cost: \$5394.11			
Trans By: NPOUCP		ModelName No: POWEREDGE 2650 POWEREDGE		Activity St: IN SERVICE		Location: LANDOVER, MD ITC5 110			
Bar Code: C90008909718		Description: SERVER, AUTOMATIC DATA PROCESSING		Doc Number: 123992-0159920-002		Event Typ: PURCHASE			
Serial #: 5X6DM41		Pc: 7035		Doc Type: PURCHASE CARD		Instnt Typ: INVENTORY ASSET			

NOAA SPECIFIC CD50/52 REPORTS

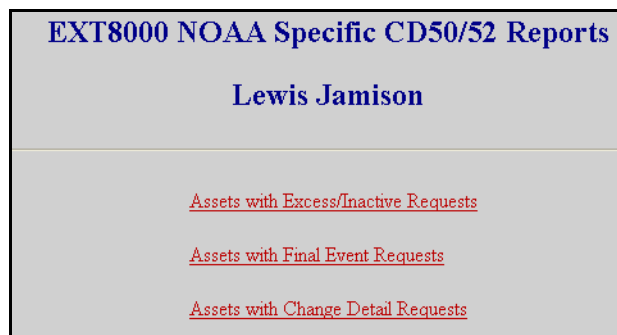
These are reports showing requests created by NOAA employees using electronic CD50/52 forms.

STEPS


- Click **NOAA Specific CD50/52 Reports**



We would like to generate a report showing all the assets submitted requesting a Final Event



Step 1 Click Assets with Final Event Requests



Sunflower Assets - Test 3.7.1.0 NOAA Specific CD50/52 Reports

EXT8020 Assets with Final Event Requests

How Would You Like to Select the Assets that Appear on the Report?

Steward


Include children

	Identifier	Last Name	First Name	Middle Name	Prefix	Suffix
Custodian	<input type="text"/>	Jamison	Lewis	<input type="text"/>	<input type="text"/>	<input type="text"/>

You can use '%' as a wildcard character in the Identifier, Last Name, First Name and Middle Name fields

	Identifier	Last Name	First Name	Middle Name	Prefix	Suffix
Use ^T	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Step 2 Enter the Criteria for this report and Click the Submit button

 **Sunflower Assets - Test 3.7.1.0 NOAA Specific CD50/52 Reports**

EXT8020 Assets with Final Event Requests

Output format
☒ Acrobat ☐ HTML

Press to run the report with the following parameters (Selection Criteria: 3929)

Selected by	Value
Steward	
Include children	N
Custodian	JAMISON LEWIS LEWIS
User	
Requester	
Request Status	ALL

Step 3 Select the Output format

Step 4 Click the eXecute button

REPORTS

NOAA Specific Financial reports

```

Sunflower Assets
ASSETS WITH FINAL EVENT REQUESTS
EXT8020

Run by
JAMISON LEWIS LEWIS

Run date
01/18/2005 19:41

Selection Criteria: 8929

Seward :
Include Children :

Custodian : JAMISON LEWIS LEWIS
User :

Requester :
Recorded between :
Request Status : ALL
Approver :
Approver's Action : ALL
Group By : NONE

Order by : Asset Identifier
```

Step 5 Review the report output

CHAPTER REVIEW

In this chapter, you have learned about reports and how you can access Sunflower Assets standard reports as well as NOAA specific User Defined Reports. You have learned about the following reports,

- Sunflower Assets Reports
 - List Inventory Assets by Organization
 - List Inventory Assets by Headquarters or Regional Office
 - Build a Report of Steward Organizations within a Parent Organization
 - Generate a Financial Assets (Global Information) report
 - Create a Balance Summary report
 - Pick Up Excess Receival Requests (Excess)
 - Create the Organizations and Property Contacts report (Admin)
 - Generate Previously Run Reports
 - Asset Search
- User Defined Reports
 - Create NOAA Specific Financial Reports
 - Generate NOAA Specific Transaction Reports
 - Build NOAA Specific CD 50/52 Reports

REVIEW QUESTIONS

1. True or False. Sunflower Assets provides standard reports for each module within the application.
2. On eof the most common reports which custodians can run is:
 - a. Agreement Reports
 - b. Inactive Reports
 - c. Exess Reports
 - d. Management Reports
 - e. Inventory Assets Global Information
 - f. None of the above
3. True or False. Financial Assets (Global Information) enables you to view Inventory Assets.
4. True or False. Excess Recieval Requests gives you a view of what prperty which has been disposed.
5. To view inventory Assets by Organization, you would select the following criteria:
 - a. Manager
 - b. Owner
 - c. Steward
 - d. Custodian
 - e. All of the above
 - f. None of the above
6. To list Inventory Assets by Headquarters or Region, you would select the following:
 - a. Steward
 - b. Custodian
 - c. Manager
 - d. Owner
 - e. None of the aboved

7. True or False. With the Asset Search Report, you can only search by inventory assets.

8. The Financial Assets Global Information displays:

- a. Inventory Assets which have financial links
- b. All assets whether they are capitalized or not
- c. Capitalized Inventory Assets
- d. All of the above
- e. None of the above

9. True or False. The Balance Summary Report displays Inventory Assets for a specified period of time.

10. The Excess Receival Request Report displays:

- a. Inactive Assets
- b. Real Property which is no longer needed
- c. Personal Property being received
- d. Personal Property with inactive/excess requests
- e. None of the above

11. True or False. Sunflower Assets provides data about your personal property records, which is used in the NOAA annual property audit reports.

12. Multiple Choice: The target objective this fiscal year is to reduce Unreconciled Property Records (UPR) by ___ %.

- a. 20
- b. 40
- c. 60
- d. 80
- e. 100



APPENDIX A: GLOSSARY

A

TERM	DEFINITION
Accessory Item	An accessory item is an item that facilitates or enhances the operation of equipment but which is not essential for its operation.
Accountability	The obligation imposed by law, lawful order, or regulation, accepted by a person for keeping accurate records, to ensure control of property, documents or funds, with or without physical possession. The obligation, in this context, refers to a person's fiduciary duties, responsibilities, and obligations to protect the public interest, but does not necessarily impose personal liability upon that person.
Accountability Area	See Owner Organization.
Accountable Personal Property	Non-expendable personal property that is sensitive or that has an acquisition cost of \$5,000 or more, a useful life of 1 year or more, and must be accounted for throughout its useful life.
Accumulated Depreciation, Amortization, Or Depletion	The total depreciation, amortization, or depletion recorded on an asset since placed in service.
Acquisition	The act of acquiring; acquiring hardware, supplies, or services through purchase, lease, or other means, including transfer or fabrication, whether the supplies or services are already in existence or must be created, developed, demonstrated, and evaluated (American Society for Testing and Materials Standard E-2135-01).
Acquisition Cost	Cost to the government of putting the property into use when the property is originally acquired. It includes all costs incurred to bring the item to a form and location suitable for its intended use.

TERM	DEFINITION
Acquisition Date	This is the date when ownership is obtained by the Government (not necessarily NOAA) and when the property is ready to be placed into service (whether it is actually immediately placed into service or not). It is the date when an knowledgeable person certifies in writing that the property meets the order specifications. This certification is made on a receiving report or an acceptance report.
ACS	The accounting string associated to the purchased asset(s).
Activity Status	The current active status of the asset (e.g. In Service, Storage, etc.).
Activity Type	The asset's activity type.
Agreement Administrator	The person who oversees (responsible at a higher level for) one or more agreements.
Alternate Id 1	The alternate tracking identifier for the asset.
Alternate Id 2	The secondary alternate tracking identifier for the asset.
Alternate Id 3	The tertiary alternate tracking identifier for the asset.
Amortization	The periodic recognition of the consumption (expense) of an intangible asset.
Asset	Tangible or intangible items owned by the federal government that would have probable economic benefits that can be controlled or obtained by a federal government entity.
Asset Category	Assets are sorted into groups, which are used to more clearly understand the purpose and functions of an agency, and where its resources are being applied.
Asset Center Representative	See Property Custodian.
Asset Pool	Similar assets that singly may not represent a significant or material amount are grouped into an asset pool and capitalized as a single asset.

TERM	DEFINITION
Asset Reservation: Duration	The asset reservation's life span in days once the reservation is activated (based on the Start Date).
Asset Reservation: Rank	The relative priority assigned to the reservation should there be more than one reservation created against an excess asset.
Asset Source	The asset source's long name (e.g. Government Furnished Property).
Asset Structure Type	The type of asset structure (e.g. component).
Asset Type	The categories of PP&E as defined in SSFAS 6, Accounting for Property, Plant, and Equipment.
Asset Value	The value of the asset (positive or negative).
Audit Of	The name of previous review campaign when the specified campaign is used as an audit for a new review campaign.
Automatic Information Technologies (AIT)	The family of technologies that improves the accuracy, efficiency, and timeliness of material identification and data collection. AIT media and devices include, but are not limited to, linear and two-dimensional bar code symbols and their readers, magnetic stripe cards, integrated cards (i.e., smart cards), optical memory cards, radio frequency identification (active and passive), contact memory (bottom memory) devices, and magnetic storage media.
Auxiliary Item	An auxiliary item is an item without which the basic unit of equipment cannot operate.
Available To Others?	The criteria used to enable others to reuse an asset while in storage.

TERM	DEFINITION
Bar Code	<p>A series of short black lines of varied thickness usually accompanied by alphanumeric digits. A laser reader or scanner can translate the bar codes with the corresponding alphanumeric digits that are used to uniquely identify a property item. This property identification number is used as the basis for the inventory.</p> <p>At NOAA, this is also called the Universal Product Code or UPC. It is a series of short black lines of varied thickness usually accompanied by alphanumeric digits. A laser reader or scanner can translate the barcodes into the corresponding alphanumeric digits which are used to uniquely identify a piece of property. This Property Identification Number (PIN) is used as the basis for the inventory. When an item is acquired, a label with a unique barcode must be affixed. Until the item is sold, donated, or excessed, the label must remain attached.</p>
Base Source	The generation source for the assets assigned to a review campaign.
Begin Date	The date the item (e.g. asset, catalog, etc.) is valid.
Best Condition	The best considerable condition of an asset(s); used when defining Excess Review Categories.
Bulk Property Items	Items acquired by the bulk purchase method.
Bulk Purchase	A single acquisition of many separate items that if purchased individually would not be significant or material; however is significant when purchased as a single acquisition.
Campaign Type	The name of the campaign type (e.g inventory campaign, inactive campaign, etc.).
Cannibalization	The process of removing serviceable parts from a functioning piece of equipment thus making it unusable for its intended purpose or function. Cannibalization requires pre-approval by the organization's Property Accountability Officer (PAO).
Capital Improvements	An enhancement that increases the future service potential of the asset and should be capitalized.

TERM	DEFINITION
Capital Lease	Lease that transfers substantially all the benefits and risks of ownership to the lessee. See SFFAS 5 and 6 for the criteria used to identify capital leases.
Capitalize	To record and carry forward into one or more future periods any expenditure the benefits from which will then be realized.
Capitalized Personal Property	Non-expendable personal property with a useful life of 2 years or more and an acquisition cost above a predetermined threshold. NOAA capitalizes its non-expendable personal property with an original acquisition value of \$200,000 or more. Capitalization is a financial term which means that the acquisition cost of the asset is recorded in the general ledger of the agency's financial management accounts and its cost is expensed over the asset's useful life in the form of depreciation.
Catalog	Identifier assigned to the catalog.
Category	The excess review category name (e.g. Security, Reportable, Computers for Learning, etc.).
Central Systems	Central systems collect and maintain financial and related performance measurement data needed for government-wide reporting and analysis, budget execution analysis, production of consolidated financial statements, program monitoring, and government-wide decision-making support.
Classification	The agreement asset's classification (e.g. Special Test Equipment).
Clean-Up Costs	Costs of removing, containing, and/or disposing of (1) hazardous waste from property, or (2) material and/or property that consists of hazardous waste at permanent or temporary closure or shutdown of associated PP&E. Clean up may include, but is not limited to, decontamination, decommissioning, site restoration, site monitoring, closure, and post-closure costs.
Condition	The physical state of an asset, based on an evaluation of its current physical status/state; its ability to perform as planned, and its continued usefulness.
Condition	The current condition of the asset (e.g. food, repairable, scrap).

TERM	DEFINITION
Condition Code	A single digit alphanumeric character assigned to an item of property indicating its physical condition. These codes are defined in FMR §102.36.240.
Construction	Erection or assembly of a new facility; the addition, expansion, extension, alteration, conversion, or replacement of an existing facility. Includes equipment installed and made a part of such facilities, and related engineering and design efforts, site preparation, excavation, filling and landscaping, or other land improvements.
Contra-Asset Account	An account that is used solely to record and accumulate reductions in the balance of its related account. A contra-account balance is subtracted from the balance of the related account (like depreciation).
Contract Number	The contract number associated with the purchase transaction.
Contractor-Acquired Property	Property procured or otherwise provided by the contractor for the performance of a contract and for the cost of which the contractor is entitled to reimbursement as a direct item of cost under such contract.
Conversion	Permanent change in the functional use of all or part of a building or structure. The building or structure description is changed to reflect the conversion.
Culminated By	The name assigned to a review campaign.
Current Use Status	An indication in the property management system which tells a user whether an item of accountable property is currently in-use by the government, in storage pending use, in storage pending disposal, on loan, in-use by a contractor (government-furnished equipment), or other similar situations which affect the financial treatment of the asset.
Custodial Area	A subdivision of an accountability area which is defined by its organizational limits and for which a Property Custodian has been assigned. Custodial areas are usually at the division organization level. (See steward organization.)

TERM	DEFINITION
Custodial Records	Written or electronic memoranda of any kind, such as requisitions, issued hand receipts, tool checks, and stock record books used to control and track personal property items as well as items issued from tool cribs, tool rooms, and stockrooms.
Custodian	The person responsible for the where-abouts for one or more assets.
Datetime	The date and time that an event occurred.
Deferred Maintenance	Maintenance that was not performed when it should have been or was scheduled to be and which, therefore, is put off or delayed for a future period.
Deliver-To Location	The delivery location of an asset.
Department Personal Property Management Officer	The official responsible for the DOC property management policies, standards, and procedures for the conduct of personal property management activities throughout the U.S. Department of Commerce.
Depletion	The allocation of the cost (using up) of natural resources, which is systematically expensed over time.
Depreciation	The allocation of the cost of an asset over a period of time for accounting and tax purposes. Also, a decline in the value of property due to general wear and tear or obsolescence.
Disposal	Any authorized method of permanently divesting of the control of and responsibility for property.
Document	The documentation that supports any actions/changes to an asset.
Document Number	The number assigned to a specified document.
Document Type	The type of document that relates to the asset (e.g. purchase document).
Drawing Number	The number of the drawing used to design and construct the asset (e.g. architectural/construction projects).
Effective Date	The date the asset state becomes effective.

TERM	DEFINITION
End Date	The date that the item is no longer valid for use.
Excess Asset Count	The number of assets batched for excess review.
Excess Personal Property	Items that are no longer needed by or useful to the DOC. Unneeded property reported by individual Property Custodians for disposal is NOT 'Excess' until internal re-utilization screening has been completed and it has been determined that no one else within the Department requires the property.
Existing Interest Asset Identifier	The tracking identifier assigned to the existing interest asset.
Existing Interest Asset Type	The interest type of the existing interest asset.
Expected Return Date	The expected return date of an asset to its main location if loaned, stored or out for repair etc.
Expendable Personal Property	Personal property with a normal life expectancy of less than 1 year. It is normally consumed in the normal course of its use. Also, property that is not sensitive and has an original acquisition cost of less than \$5000.
Expendable Property	Property with a normal life expectancy of less than 2 years. It is normally consumed in the normal course of its use.
Expense	To record and charge costs to the operating budget during the current period. Includes depreciation for the current period or the total costs for low-value, short-lived assets.
Expensed Property	Non-expendable and expendable property with an acquisition cost below a predetermined dollar value threshold.
Facility	Building, structure, utility system, or land.
Fair Market Value	The price that property would sell for on the open market. It is the price that would be agreed on between a willing buyer and a willing seller, with neither being required to act, and both having reasonable knowledge of the relevant facts.

TERM	DEFINITION
Federal Supply Class Code (FSC)	An identification number established by the General Services Administration which is used to classify an item of property as belonging to a specific group of similar type items. When the item is acquired, this is identified by the Property Office and is used for many purposes, e.g., compiling the inventory.
Federal Supply Classification	The official federal classification grouping methodology used to uniformly catalog materials. The method used by the government to group like items for excess based on age.
Final Event	The type of event recorded for the disposal of an asset or lot.
Financial Management System	The financial systems and the financial portions of mixed systems necessary to support financial management.
Financial Property	An instrument such as a stock or bond.
Financial System	An information system comprised of one or more applications used for collecting, processing, maintaining, transmitting, and reporting data about financial events; supporting financial planning or budgeting activities; accumulating and reporting cost information; or supporting financial statement preparation.
Flags	The flag(s) associated with the asset (e.g. hazardous, radioactive, sensitive, etc.)
Frozen?	The criteria used to specify whether the base is currently frozen for a given review campaign.
FY	Fiscal year in which the purchase document was issued.
General Property, Plant, And Equipment	Any property, plant, and equipment used in providing goods or services. General PP&E typically has one or more of the following characteristics Could Be Used For Alternative Purposes But Is Used To Produce Goods, Services; Used In Business-type Activities, Or Used By Entities In Activities Whose Costs Can Be Compared To Those Of Other Entities Performing Similar Activities.

TERM	DEFINITION
Global User Fields	Customer defined fields that add valuable data which is applied/relevant to core asset and is relevant across all interest asset states. User defined fields provide additional data that is not available from the standard application.
Government-Furnished Equipment (GFE)	Property originally in the possession of, or acquired by, the Government. These items are delivered or otherwise made available to a contractor for the performance of a contract.
Government-Furnished Property (GFP)	Property in the possession of, or directly acquired by, the government and subsequently provided to the contractor for performance of a contract. (FAR)
GSA Worldwide Inventory	GSA-maintained information system that captures data on real property owned and leased by the federal government.
Hazardous Material/Waste	Solid, liquid, or gaseous waste, or combination of these wastes, which because of its quantity, concentration or physical, chemical, or infectious characteristics may cause or significantly contribute to an increase in mortality or an increase in serious irreversible or incapacitating illness or pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.
Heritage Assets	Property, plant, and equipment that are unique for one or more of the following reasons: historical or natural significance; cultural, educational, or artistic (e.g., aesthetic) importance; or significant architectural characteristics.
Identifier	The tracking number assigned to the agreement.
Inactive Asset: Duration	The amount estimated amount of time required to store an asset.
Individual Item Record	An individual item record is a separate card, form, document, or specific line of computer data used to account for one item of property.
Information System	The organized collection, processing, transmission, and dissemination of information in accordance with defined procedures, whether automated or manual. Information systems include non-financial, financial and mixed systems.

TERM	DEFINITION
Information Technology	Any equipment or interconnected system or subsystem of equipment, that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by the executive agency. The term "information technology" includes computers, ancillary equipment, and software.
Initial Event	The asset event type's name (e.g. purchase, transfer, etc.)
Initiated By	The person who initiates an action; used in relation to agreements.
Intellectual Property	Intangible property such as a copyright, trade secret, or a patent.
Interest Type Prefix	The short name for an interest type (e.g. INV, AGR, INA, etc.).
Internal Use Software	Software that is purchased off-the-shelf, internally developed, or contractor-developed solely to meet the entity's internal needs.
In-Transit	Concept of property that has been acquired and shipped, but which has not arrived at its destination.
Inventory	When used as a verb, to inventory is to sight, tag, or mark, describe, record and report the property involved, reconciling the inventory results with the property records.
Item #	The line item number for a specified purchase order.
Journal Entry	An item in double-entry bookkeeping that records financial events for posting to the General Ledger.
Land	Included as part of Real Property.
Lease	An agreement conveying the right to use property, plant, or equipment for a stated period of time.
Line Item (LI) Description	The description of assets that is associated with the purchase transaction.
Line Number	The line number assigned to a purchase transaction; used in relation to purchase orders.

TERM	DEFINITION
Load Group	The identifier of the source load group file used to load external asset data.
Location	The location of the asset.
Lot Identifier	The unique identifier for a lot; a lot is a group of assets.
Lot Master Identifier	The unique identifier assigned to the excess lot master.
Lot Master Type	The name of the excess lot master type; enabling the grouping of one or more lots for disposal.
Maintenance	The act of keeping assets in usable condition. It includes preventative maintenance, normal repairs, replacement of parts and structural components, and other activities needed to preserve the asset so that it provides acceptable services and achieves its expected life. Maintenance excludes activities aimed at expanding the capacity of an asset or otherwise upgrading it to serve different needs than, or significantly greater than, those originally intended.
Make Inactive In-Place?	The action of storing an inactive asset in its current location.
Managed By (Regional Office)	The asset's managing organization. A Manager is the second highest organization to an Owner in a parent-child hierarchical structure.
Manufacturer	Name of the manufacturing organization.
Maximum Acquisition Value	The maximum considerable value of an asset(s); used when defining Excess Review Categories.
Maximum Age	The maximum age of assets; used when defining Excess Review Categories.
Message	The field used to illustrate the results from saving one or more records.
Minimum Acquisition Date	The earliest acquisition date desired; used as a search criteria.
Minimum Acquisition Value	The minimum considerable value of an asset(s); used when defining Excess Review Categories.

TERM	DEFINITION
Minimum Age	The minimum age of assets; used when defining Excess Review Categories.
Mixed System	Any information system that supports both the financial and non-financial functions of the federal government or components thereof.
Model Name	The manufacturer's common name for a product.
Model Number	The model number assigned by the manufacturer.
Multi-Use Heritage Assets	Heritage assets whose predominant use is general government operations. A heritage asset used to serve two purposes--a heritage function and government operation--shall be considered a multi-use heritage asset if the predominant use of the asset is in general government operations.
Name	The name assigned to a review campaign.
Net Book Value	The net amount at which an asset or a liability is carried on the books of account. Net book value is the acquisition cost of the asset less its accumulated depreciation.
Non-Expendable Personal Property	Personal property with a normal life expectancy that exceeds 2 years, has a continuous use as a self-contained unit, and does not lose its identity or is destroyed when put into use.
Object Classification Codes	A uniform financial classification used in all Federal government transactions to describe the type of goods or services purchased, e.g., contractor compensation, supplies, material, and equipment, in order to relate the purchase to the agency's budget.
Official Name	The institution's nomenclature (common name) for the manufacturer.model number combination.
Ok	Message indicator that visually illustrates that changes have been applied to one or more assets.
Ongoing Event Type	The type of ongoing event that takes place for an asset (e.g. maintenance, factory acceptance test, site acceptance test etc.).

TERM	DEFINITION
Operand	The value used in a boolean expression.
Operating Lease	An agreement conveying the right to use property for a limited time in exchange for periodic rental payments.
Operating Unit	The major organizations under the jurisdiction of a larger Federal agency. NOAA, the National Telecommunications and Information Administration, and the Bureau of the Census, are some of the Operating Units under DOC.
Operator	The relational operator used in a boolean expression.
Override: Replacement Value	The override replacement value for the asset.
Override: Salvage Value	The override salvage value for the asset.
Override: Service Life	The override value for the asset's serviceable life.
Owner (Property Accountability Officer)	The asset's owning organization. The Owner is the highest level.
Owner Organization	See Property Accountability Area.
Parent Identifier	The unique identifier assigned to the parent of an asset.
Personal Property	Property that is not classified as either real property or federal government records and includes all equipment, materials, and supplies.

TERM	DEFINITION
Personal Property	Any property including military equipment, but excluding real property, consumable items, component parts of a higher assembly, or items that lose their individual identity through use. Some personal property is subject to capitalization if its cost exceeds the DoD capitalization threshold, has an estimated useful life of 2 years or more, is not intended for sale in the ordinary course of operations, is acquired or constructed with the intention of being used or being available for use by an entity. Intangible assets such as software, copyrights, and similar intellectual assets are considered personal property so long as they meet these criteria. Cash, marketable securities (e.g., stocks and bonds), and accounts receivable are considered monetary (or liquid) assets rather than personal property. PP&E includes Real Property. Land (including Stewardship Land), buildings, structures, utilities, and equipment attached to and made part of buildings and structures (such as heating systems), but not movable equipment (such as plant equipment). Land rights represent interests and privileges; for example, crops, timber rights, leaseholds, easements, rights-of-way, and mineral rights. As such, land rights are considered Real Property. Assets Acquired Through Capital Leases, Including Leasehold Improvements.
Personal Property Management	The planned acquisition, efficient utilization, physical accounting, and appropriate disposition of personal property.
Pick-Up Location	The pick-up location of an asset.
Plant	Personal property of a capital nature, including equipment, machine tools, test equipment, furniture, vehicles, accessory, and auxiliary items for use in manufacturing supplies, in performing services, or for any administrative or general plant purpose. Plant does not include special tooling or special test equipment.
PO	The purchase order identifier.
Processed	The date and time the interface record was last processed.
Property	Anything that may be legally owned. Property includes real and personal property.

TERM	DEFINITION
Property Accountability	Property accountability includes responsibilities for such tasks as tracking the movement of assets, recording changes in physical condition, and verification of physical counts. Property managers exercise this responsibility and maintain proper control over an organization's assets through record keeping, effective policies and procedures, and appropriate security controls
Property Accountability Area	An area defined by organizational limits for which a discreet set of personal property accountability records is maintained under the general jurisdiction of a designated Property Accountability Officer.
Property Accountability Officer (PAO)	The designated official responsible for the effective administration and maintenance of the property control and accountability system within an area of accountability. This person typically reports to the Property Management Officer.
Property Administrator	A Property Administrator is an authorized representative of the Contracting Officer assigned to administer the contract requirements and obligations relating to Government property.
Property Board Of Review	A standing or adhoc committee appointed by the Regional Property Manager and consisting of not more than eight member who are responsible for impartially examining the facts, and investigating the circumstances surrounding lost, missing, stolen, destroyed, damaged, or rendered unserviceable property. Additionally, it is the approving authority which permits the scrapping and cannibalizing of property that costs \$5,000 or more.
Property Contact	(also known in the Sunflower Assets program as the asset Custodian) An individual designated by the Property Custodian to assist in maintaining property records, attaching PIN labels, conducting inventories and completing and submitting appropriate forms to the NOAA Personal Property Office. This individual may serve at the option of the Property Custodian as the primary liaison between the Property Custodian and the NOAA Personal Property Office.

TERM	DEFINITION
Property Custodian	An individual designated in writing and located at the field operating unit level having physical custody and control over property. The Property Custodian or his/her designee is responsible for keeping the property records for his/her area of responsibility, taking and maintaining inventories, informing the property office of all new items of accountable property acquired as well as old items of accountable property excessed and removed. The Property Custodian may report to a Property Accountability Officer or to the Property Management Officer depending upon the size of the agency.
Property Management	All functions necessary for the proper determination of need, source, acquisition, receipt, accountability, utilization, maintenance, rehabilitation, storage, distribution, and disposal of property. A monitoring and control function, to ensure that organizational processes related to the lifecycle management of property support organization objectives, represent sound business practice, and are compliant with applicable standards, policies, regulations, and contractual requirements (ASTM 2135-01)
Property Management Information System (PMIS)	The property management system administered by the NOAA Headquarters Property Management Officer. NOAA's property records are stored, processed, and maintained within this system. Sunflower Assets, a Commercial Off-the Shelf software application, is used by NOAA as its PMIS.
Property Management Officer	An individual formally appointed by the head of each DOC Operating Unit to serve as a focal point for personal property management with the responsibility and authority to account for the effective control, acquisition, use, and disposal of personal property for that Operating Unit.
Property Representative	An individual belonging to, and assigned by, the NOAA Personal Property Office to service a specific NOAA organization in all the aspects of personal property management.
Quantity: Assets	The quantity of assets created based on the quantity received.
Quantity: Ordered	The quantity of assets ordered.

TERM	DEFINITION
Quantity: Received	The quantity of assets received by shipping or receiving party.
Real Property	Land and improvements to the land such as buildings and structures. Property that becomes an integral part of a building such as heating and air conditioning units is also considered to be real property.
Recharge Identifier	The cost account identifier assigned to the recharge general ledger account.
Recognize	To determine the amount, timing classification, and other conditions precedent to the acceptance and entry of a transaction. Hence, to give expression on the books of account.
Reconciliation	The process of getting individual records contained in PMIS fully consistent with the actual status of the personal property item including the item's physical location, actual acquisition cost, etc.
Record	To give expression to a transaction on (or in) the books of account; to enter.
Record Group	The record group used to load a group of assets.
Regional Property Manager (RPM)	An individual formally appointed by the Director of an Administrative Support Center to provide personal property management support to Operating Unit field operations under the purview of that Administrative Support Center. The RPM is responsible to the Property Management Officer on matters dealing with management of personal property. The RPM has the knowledge, stature, authority, and accountability to effectively control and provide assurance to operating unit PMO's that personal property management actions of the operating units in the region are being performed correctly.
Repairs And Maintenance Expense	Repairs and maintenance expense are defined as any costs incurred to an asset that do not significantly improve the quality or quantity of outputs of the original asset or that fail to significantly increase the economic life of the original asset. These costs, regardless of the dollar amount, should be recognized as repairs and maintenance expenses (i.e., not added to the depreciable basis of the original asset, nor capitalized separately).

TERM	DEFINITION
Replacement Value	The default replacement value of the asset.
Representative (Rep) (Property Custodian)	The primary organization contact (go-to) person for information or questions about the asset.
Request Number	The tracking number assigned to a request.
Requester	The individual who originally initiated the purchase.
Reserved By	The name of the user who creates the reservation of an excess asset for re-use.
Resolution Type	The name of the resolution type (e.g. Barcode Scan, Online Physical, etc.); used to specify valid resolution types for a given campaign review.
Resolution Type Code	The short name for a resolution type (e.g. BCS is short for Barcode Scan).
Responsibility	The obligation of an individual to ensure government property and funds entrusted to his or her possession, command, or supervision are properly used and cared for and that proper custody, safekeeping, and final disposal are provided.
Responsibility Date	The date the organization becomes responsible for tracking the asset.
Review Type	The excess asset review type (e.g. internal, GSA, etc.)
Reviewed?	The hierarchical criteria used by manager and clerks to review the work of others prior to committing the changes to the application.
Revision Number	The number assigned to the specified document when that document has been revised/modified from it's original status.
Salvage	Property that has no reasonable prospect of sale or use as serviceable property without major repairs, but has some value in excess of its scrap value (ASTM E2135-01).
Salvage Value	The amount to which an asset must be written down or depreciated during its useful life.

TERM	DEFINITION
Sample Type	The sampling type used to create a base of assets for a review campaign (e.g. population, random sample, etc.)
Scheduled End Date	The tentative end date.
Scrap	Personal property that has no value except for its basic material content.
Sensitive Property	Non-expendable personal property, as determined by each individual agency, that is potentially dangerous to the public safety or security if stolen, lost, or misplaced, or that must be subject to exceptional physical security, protection, control, and accountability such as classified property, weapons, ammunition, explosives, controlled substances, radioactive materials, hazardous materials or wastes, or precious metals.
Serial Number	The serial number assigned by the manufacturer.
Service Life	The default service life of the asset.
Ship To	The location to which the asset was originally shipped.
Skeletal Property Record	Basic information recorded at the time the government takes title to property.
Software	The application and operating system programs, procedures, rules, and any associated documentation pertaining to the operation of a computer system.
Source Document	The specific mechanism used which obligates the Government to an expenditure of appropriated funds. In addition to bilateral instruments (e.g., contracts and contract modification), a source document may be a task/delivery order issued under a contract or basic ordering agreement, purchase order, purchase card order or any other mutual binding legal mechanism obligating the seller to furnish the supplies or services and the buyer to pay for them.
Sponsor	The organization that is supporting an action/activity associated to an asset.
Start Date	The date and time the asset reservation is activated.

TERM	DEFINITION
Steward (Custodial Organization)	The asset's steward organization. A Steward may be the child organization of a Manager in a parent-child hierarchical structure.
Steward Organization	Formerly called a custodian code. Designated by a nine-digit alphanumeric code. The steward organization is the organizational area which encompasses the property that a Property Custodian is responsible for.
Stewardship	The Federal Government's responsibility for the general welfare of the nation and its resources in perpetuity.
Stewardship Land	Land owned by the federal government and not acquired for or in connection with other P&E.
Stock Number	The internal stock number assigned to groups of like assets that are managed through a store room facility.
Stock Record	A stock record is a perpetual inventory record which shows by nomenclature the quantities of each item received and issued and the balance on hand.
Stop Date	The date and time the asset reservation is no longer active.
Structure	Real property facility that is classified as other than land, a building, or utility system.
Summary Record	A separate card, form, document, or specific line of computer data used to account for multiple quantities of a line item of special tooling, special test equipment, or plant equipment costing less than \$5,000 pre unit.
Surplus Personal Property	Personal property not required for the needs and the discharge of the business and responsibilities of the Federal Government as determined by the Administrator of the General Services Administration (GSA). It is normally listed as excess personal property for 60 consecutive days by GSA. If no federal agency requests it, it is considered surplus and can be made available for auction or distribution to outside recipients.
Surplus Property	Property no longer required by federal agencies, as determined by GSA. GSA will either donate the property to state agencies or sell the property outright.

TERM	DEFINITION
System	Two or more individual items (equipment components) that are part of a self-contained group, that are joined physically, electronically, or electromechanically, programmed or designed specially to rely on each other, and cannot function independently if separated, and cannot be easily disconnected and reconfigured to function with or within another unit or system.
Tag Needed	The message indicator specified for the identifier field when a tag number (new asset identifier) is required when creating a new asset from a purchase order.
Teleconference Equipment	Audio or video equipment that enables a meeting for consultation and discussion to take place telephonically in which the participants are each located in remote locations from each other.
Threshold	The dollar amount above which items must be accounted for in PMIS. The threshold for non-expendable personal property is currently an amount of \$5,000 or more. There is no threshold for sensitive property. All sensitive property must be accounted for in PMIS regardless of its cost.
Type	The asset identifier type assigned to the asset.
Unique Identification	A set of data marked on items that is globally unique, unambiguous, and robust enough to ensure data information quality throughout life and to support multi-faceted business applications and users.
Unique Item Identification	Marking an item with a unique item identification that has machine-readable data elements to distinguish it from all other like and unlike items. In addition—1. For items that are serialized within the enterprise identifier, the unique item identification shall include the data elements of issuing agency code, enterprise identifier, and a unique serial number.2. For items that are serialized within the part number within the enterprise identifier, the unique item identification shall include the data elements of issuing agency code, enterprise identifier, the original the original part number, and the serial number.

TERM	DEFINITION
Unreconciled Procurements Report (UPR)	A report of non-expendable personal property for which records are incomplete. Either the NOAA Finance Office has paid the vendor but the information has not been entered into PMIS or the information has been entered into PMIS but the payment has not been identified.
Unrequired	Personal property no longer needed by the current organization but may be utilized by another.
UOM	The unit of measure (e.g. each, unit, etc.)
Upgrades	Additions to or replacement parts within an existing piece of equipment. These will improve or add to its functioning over and above its capability as originally configured. Alternatively or as an additional consequence, the function or the useful life of the original unit is extended. The item being purchased is not an accountable piece of property in and of itself; that is, it will not function on its own without being installed with the original main unit.
Useful Life	The normal operating life (of an asset) in terms of utility to the owner.
User	The person assigned to use an asset.
User Fields	Customer defined fields that add valuable data which is applied/relevant to a specific form and/or interest asset. User defined fields provide additional data that is not available from the standard application.
Utilization	The documented use of material or an asset in the business process compared to the planned use.
Valid Asset Source	The assets categorical source (e.g. government furnished property); use in relation to agreements.
Valuation	The act of estimating the value or worth.
Vendor	The name of the vendor from which the asset was purchased.

TERM	DEFINITION
Work-In-Process	Material that has been released to manufacturing, engineering, design, or other services under the contract and includes undelivered manufactured parts, assemblies, and products, either complete or incomplete (ASTM 2135-01).
Worst Condition	The least considerable condition of an asset(s); used when defining Excess Review Categories.



APPENDIX B: ANSWERS

The following pages provide answers to the end-of-chapter Review Questions provided in this guide.

CHAPTER 1: REVIEW QUESTIONS

1. Is the statement True or False: Managing your property from the cradle-to-grave is the key to achieving a successful lifecycle personal property management process.

True. Best practices for effective property management begins at the time of acquisition and ends at the time of disposal.

2. True or False: It is not necessary to track maintenance records during the life of a piece of personal property.

False. Keeping maintenance records is part of lifecycle asset management. One must know the status of a given piece of property, and is especially important for property requiring calibration. Maintenance records assist in determining reutilization.

3. NOAA primarily uses which of the following three methods of Acquisition. Choose the correct answer:

- a. Purchase Order, Bankcards, and Contracts
- b. Debit cards, Purchase Order, and Lease
- c. Purchase Order, Cash, Bankcards
- d. None of the above
- e. All of the above

Answer: a

4. True or False: Other methods of acquisition include leased property and transfers.

Answer: True.

5. Why is the annual physical inventory process vital to good property management? Select the most appropriate answer:

- a. Validates physical accountability
- b. Keeps records current and accurate
- c. Ensures compliance
- d. All of the above

Answer: d

6. Choose the proper disposal methods from the list below:

- a. Sale, Scrap, and Donation

- b. Return to vendor, and Reutilization
- c. Transfer to other agencies
- d. All of the above

Answer: d

7. True or False: Each and every NOAA employee has a responsibility in the lifecycle asset management process.

- a. True
- b. False

Answer: **True**. Every employee plays a role in the lifecycle asset management process.

Whether they are the person to initiate acquisitions, inventory the property, or use the items daily; this is all part of the property management process.

CHAPTER 2: REVIEW QUESTIONS

1. True or False. The Property Management Office at NOAA is the sole responsible department over personal property matters.

Answer: **False**.

2. True or False. The Department of Commerce Personal Property Management Manual supersedes the NOAA Property Manual.

Answer: **True**.

3. What were the main purposes of the Federal Property and Administrative act of 1949?

- a. To simplify the procurement and utilization of Government Property.
- b. To establish other Government agencies
- c. To simplify disposals for Government property
- d. All of the above
- e. None of the above

Answer: **d**.

4. True or False. The Department of Commerce Personal Property Management Manual is the single authoritative reference for the NOAA management of personal property.

Answer: **False**. The NOAA Personal Property Manual should be consulted first. The DoC PPMM should be consulted to determine DoC wide policies and procedures governing all personal property.

5. The Department of Commerce (DoC) Personal Property Management Manual incorporates relevant regulations of control agencies such as:

- a. Office of Management and Budget
- b. General Services Administration
- c. General Accounting Office
- d. A, B and C
- e. A and B only

Answer: **d.**

6.Fill in the blank. According to the General Accounting Office Accounting Manual:

“_____ accounting records will be an integral part of the Federal Administration’s accountability system.”

- a.** System
- b.** Agency
- c.** Property
- d.** None of the above

Answer: **c.**

CHAPTER 3: REVIEW QUESTIONS

1. True or False. The Property Custodians are assigned in writing by the property office.

Answer: False. The Property Accountability Officer assigns the custodians in writing to the property office.

2. True or False. The “Report of Review of Property” can be found on the NOAA personal property website.

Answer: True.

3. Multiple Select: Responsibilities of the Property Custodian include:

- a. Ensure property is used only for official use.
- b. Printing and Issuing Property Identification Numbers (PIN).
- c. All of the above.
- d. None of the above

Answer: C

4. True or False. All accountable personal property must be affixed with a property identification number.

Answer: False. Some items are not able to hold a PIN, therefore the PIN's are affixed to a paper record, which is stored in a binder and used for physical inventory verification.

5. True or False. Leased personal property and constructed property are entered using Sunflower Assets' HTML transaction page (web page).

Answer: False. Leased property and constructed property may not be entered via the web. Leased property requires a Lease Determination Worksheet, which is prepared by the procurement office, a payment schedule, and a property acquisition record form (CD-509 or equivalent).

CHAPTER 4: REVIEW QUESTIONS

- 1 True or False. Sunflower Assets provides standard reports for each module within the application. **Answer: True.**
- 2 One of the most common reports which custodians can run is:
 - a. Agreement Reports
 - b. Inactive Reports
 - c. Excess Reports
 - d. Management Reports
 - e. Inventory Assets Global Information
 - f. None of the above
- 3 True or False. Financial Assets (Global Information) enables you to view Inventory Assets. **Answer: True.**
- 4 True or False. Excess Receival Requests gives you a view of what property has been disposed. **Answer: True.**
- 5 To view inventory Assets by Organization, you would select the following criteria:
 - a. Manager
 - b. Owner
 - c. Steward
 - d. Custodian
 - e. All of the above
 - f. None of the above

Answer: C.

6 To list Inventory Assets by Headquarters or Region, you would select the following:

- a. Steward
- b. Custodian
- c. Manager
- d. Owner
- e. None of the above

Answer: C.

7 True or False. With the Asset Search Report, you can only search by inventory assets. **Answer: False.**

8 The Financial Assets Global Information displays:

- a. Inventory Assets which have financial links
- b. All assets whether they are capitalized or not
- c. Capitalized Inventory Assets
- d. All of the above
- e. None of the above

Answer: C.

9 True or False. The Balance Summary Report displays Inventory Assets for a specified period of time. **Answer: True.**

10 The Excess Receival Request Report displays:

- a. Inactive Assets
- b. Real Property which is no longer needed
- c. Personal Property being received
- d. Personal Property with inactive/excess requests
- e. None of the above

Answer: D.

- 11** True or False. Sunflower Assets provides data about your personal property records, which is used in the NOAA annual property audit reports. **Answer: True.**

Answer: True. The information obtained from Sunflower Assets is integrated into the “yellow book” submitted to the Department of Commerce on an annual basis.

- 12** Multiple Choice: The target objective this fiscal year is to reduce Unreconciled Property Records (UPR) by ___ %.

- a. 20
- b. 40
- c. 60
- d. 80
- e. 100

Answer: D.

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